



Exploration Archives 4.5

Adding seismic

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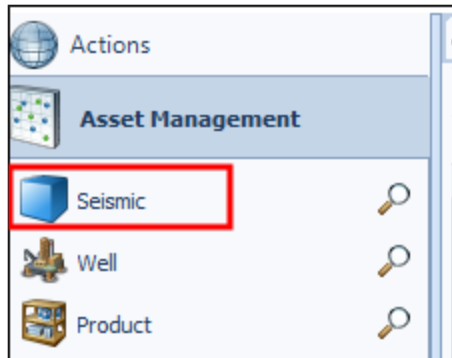
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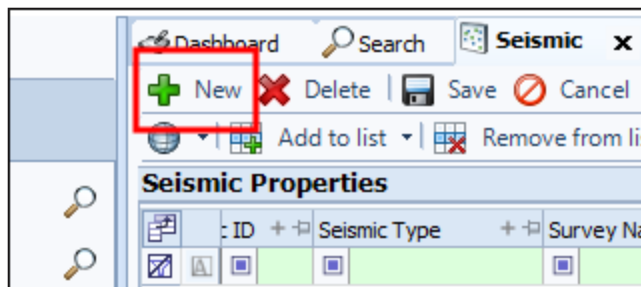
1.0 Add a seismic survey

To manually add new seismic to Exploration Archives:

1. Click **Seismic** in the Navigation panel to open the module.



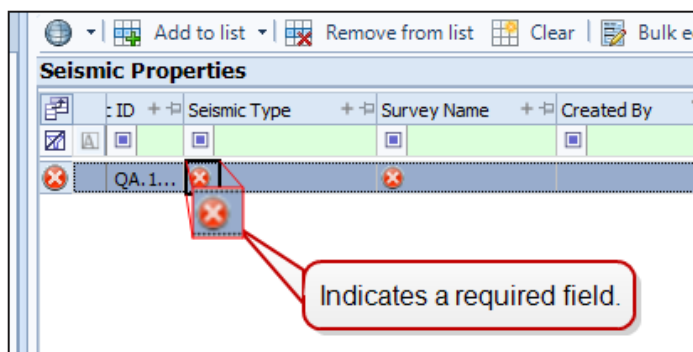
2. Click **New** and a new row displays in the grid.



Note:

The system will auto-generate a **Seismic ID**.

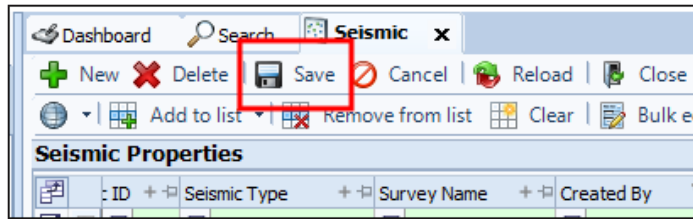
3. Enter the relevant details in the fields for each column. A red x  indicates required field.



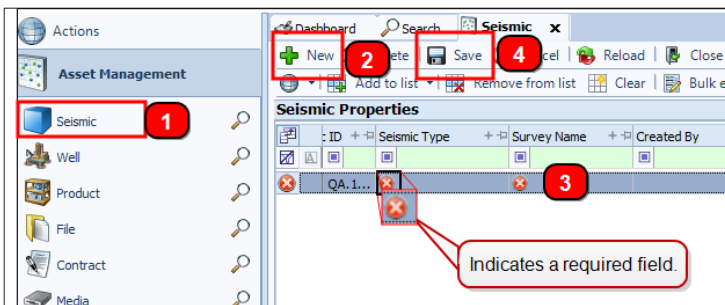
Note:

Hover over the  to display correction instructions. Correct all errors before saving.

4. Click **Save**.



To manually add new seismic to Exploration Archives:



1. Click **Seismic** in the Navigation panel to open the module.
2. Click **New** and a new row displays in the grid.

Note:
The system will auto-generate a **Seismic ID**.

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Hover over the  to display correction instructions. Correct all errors before saving.

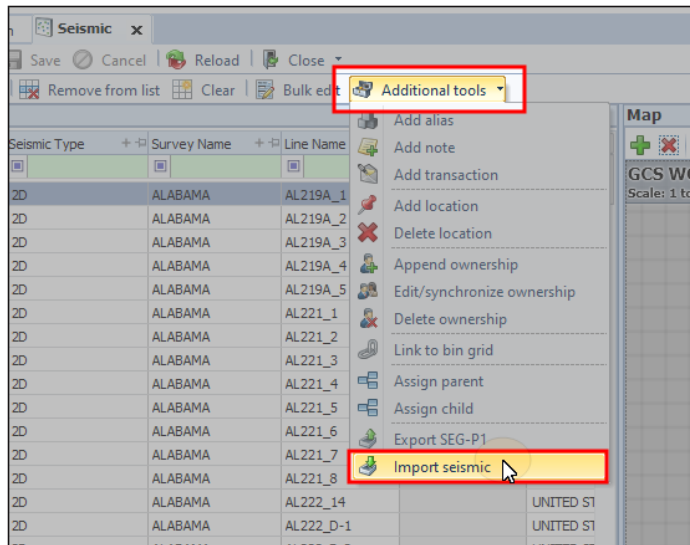
4. Click **Save**.

1.1 Add seismic from Excel®

Importing seismic using Excel requires specific formatting for the detail to import correctly to Exploration Archives. You can create the template directly from the **Seismic** module. For details on creating a template, see "Create an import template" on page 5.

To import seismic details from Excel:

1. In the **Seismic** module, click **Additional Tools>Import Seismic**.



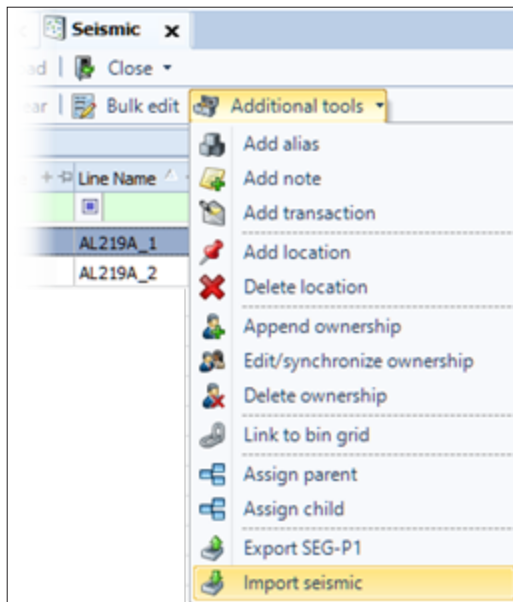
2. Navigate to the location of your spreadsheet.
3. Select the file and click **Open**.
4. During import, the system validates IDs. The validation outcomes include:
 - » **Seismic ID column omitted**: system auto-generates line IDs.
 - » **Existing Seismic IDs**: detail in the spreadsheet overwrites existing detail in Exploration Archives.
 - » **Invalid Seismic IDs**: data will not import.
5. When the import is complete, review the items to ensure the data is accurate.
6. Correct any errors in the grid.
7. Click **Save**.

Importing seismic using Excel requires specific formatting for the detail to import correctly to Exploration Archives. You can create the template directly from the **Seismic** module. For details on creating a template, see "Create an import template"

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To import seismic details from Excel:

1. In the **Seismic** module, click **Additional Tools>Import Seismic**.

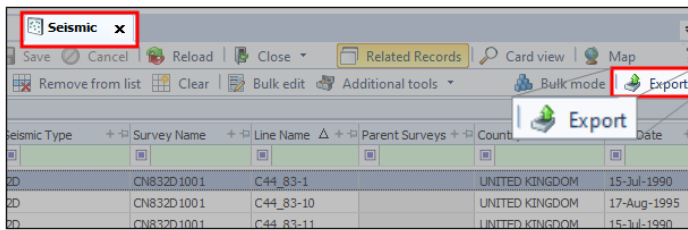


2. Navigate to the location of your spreadsheet.
3. Select the file and click **Open**.
4. During import, the system validates IDs. The validation outcomes include:
 - » **Seismic ID column omitted:** system auto-generates line IDs.
 - » **Existing Seismic IDs:** detail in the spreadsheet overwrites existing detail in Exploration Archives.
 - » **Invalid Seismic IDs:** data will not import.
5. When the import is complete, review the items to ensure the data is accurate.
6. Correct any errors in the grid.
7. Click **Save**.

Create an import template

To create an Excel template:

1. In the **Seismic** module, click **Export**.



Warning:

The contents of the grid will be saved in the file. If you want a blank template, you can clear the table contents before you click **Export**.

2. The **Save As** window opens.
3. Navigate to the location you want to save the template and enter a file name.
4. Click **Save**.
5. After a few seconds The template will open in Excel.
6. Review the column headers and delete the columns that are not relevant to your data.



Note:

If you are adding new seismic, you should delete the Seismic ID column. Exploration Archives will generate a Seismic ID automatically.

7. To include alias names, insert a new column with the name "Aliases". Enter an alias for each item.



Tip: To add multiple aliases to one line, use a comma to separate the names.

8. Enter values in the associated columns for each new seismic item.
9. Save the file and close the spreadsheet.

To create an Excel template:

1. In the **Seismic** module, click **Export**.



Note:

The contents of the table will be saved in the file. If you want a blank template, you can clear the table contents before you click **Export**.

2. The **Save As** window opens.
3. Navigate to the location you want to save the template and enter a file name.
4. Click **Save**.

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5. After a few seconds The template will open in Excel.
6. Review the column headers and delete the columns that are not relevant to your data.



Note:

If you are adding new seismic, you should delete the Seismic ID column. Exploration Archives will generate a Seismic ID automatically.

7. To include alias names, insert a new column with the name "Aliases". Enter an alias for each item.



Tip: To add multiple aliases to one line, use a comma to separate the names.

8. Enter values in the associated columns for each new seismic item.
9. Save the file and close the spreadsheet.

1.2 Correct errors

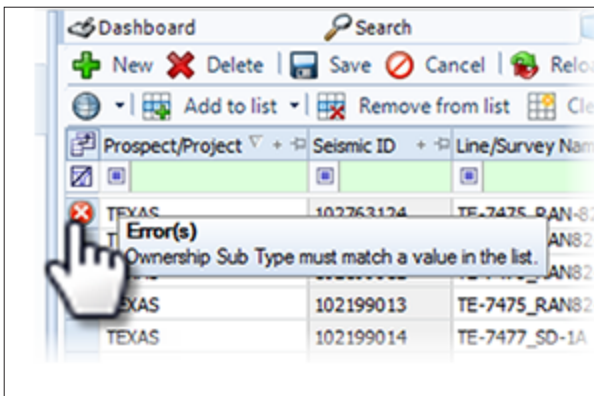
When importing seismic using Excel, Exploration Archives performs validation checks on the data. When complete, a  displays next to any invalid data.

You must correct the errors before saving the data.

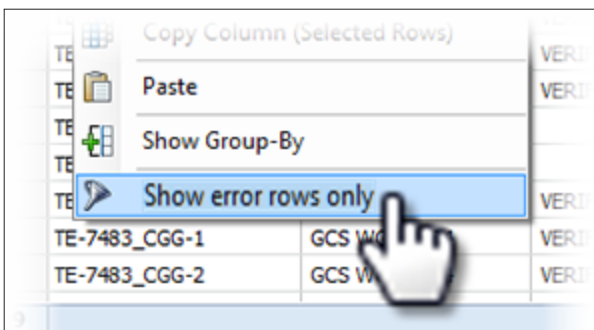
Locating and correcting errors

The “X” that displays in the leader column notifies you that the row has an error.

Hover over the “X” to display a tool tip that describes the error.



To filter the grid to display only rows that have errors, right-click on the grid and select **Show error rows only**.



Enter (or select) the correct information for each field. Click **Save**.

Correcting multiple duplicate errors

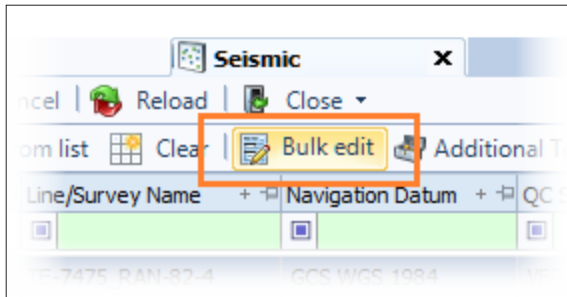
Rows might have errors duplicated. For example, a some rows may be missing information in a column that's required, or the syntax of data may be wrong.

This is where you can use **Bulk Edit** to replace the same information in multiple rows.

There are two methods to select rows that need to have errors corrected::

Exploration Archives 4.5 - Adding seismic

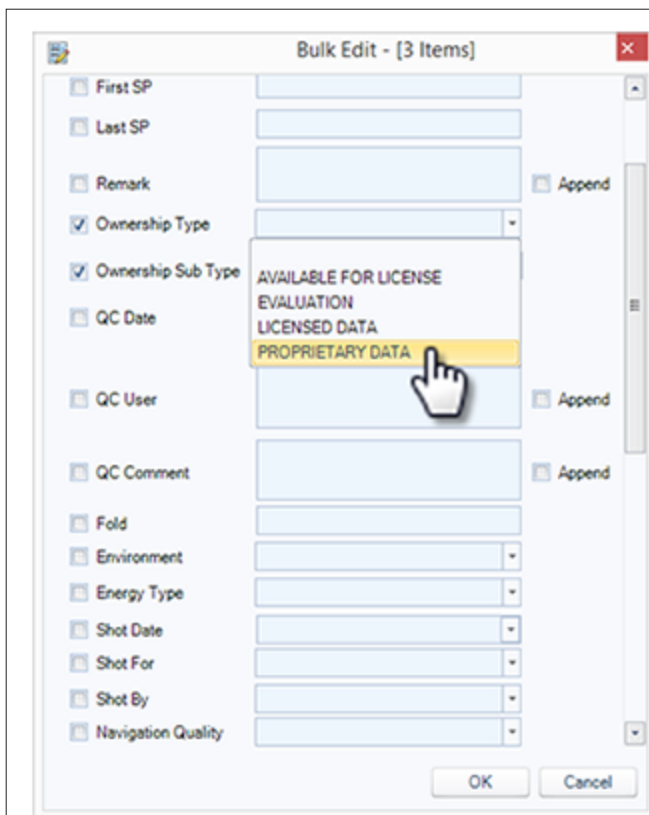
1. Right-click on the grid and select **Show error rows only**. Right-click and select **Select all**. To remove this filter, right-click and select **Show all rows**.
2. Use Bulk Mode to select rows:
 - » Click in the leader column and drag to select consecutive rows in the grid.
 - » Hold **Ctrl** and click on rows that aren't consecutive.
3. After selecting the rows, click **Bulk edit** on the toolbar.



The **Bulk edit** window will open.

The window displays the fields that you can enter information into and apply to the selected rows.

4. Fill in the appropriate fields by typing or selecting values from drop-down lists



5. Click **OK**. The Bulk Edit window will close, and your changes will appear in the grid.
6. Once you have verified the data, click **Save**.

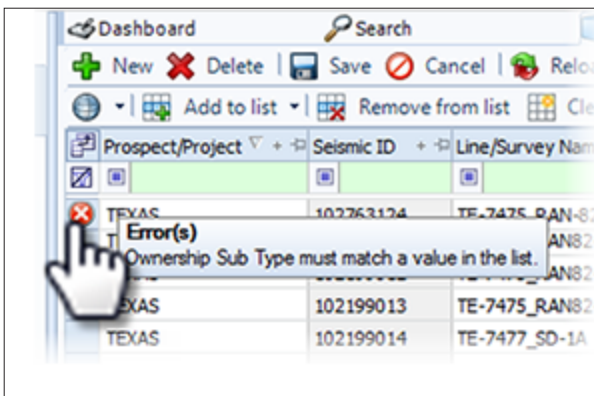
When importing seismic using Excel, Exploration Archives performs validation checks on the data. When complete, a  displays next to any invalid data.

You must correct the errors before saving the data.

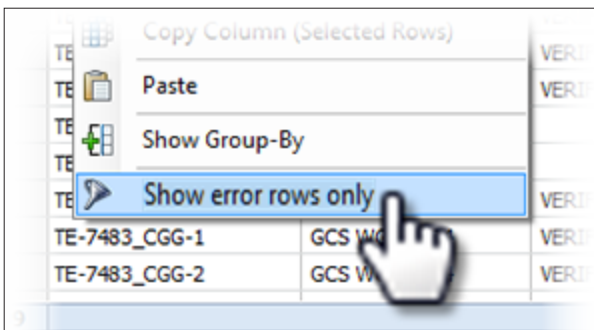
Locating and correcting errors

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Correcting multiple duplicate errors

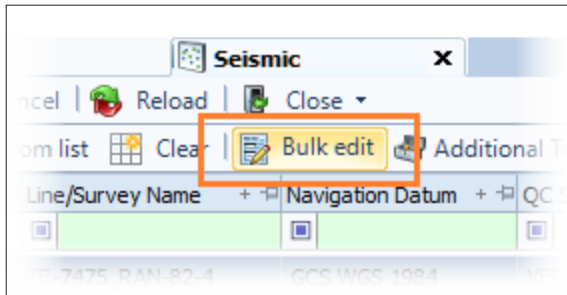
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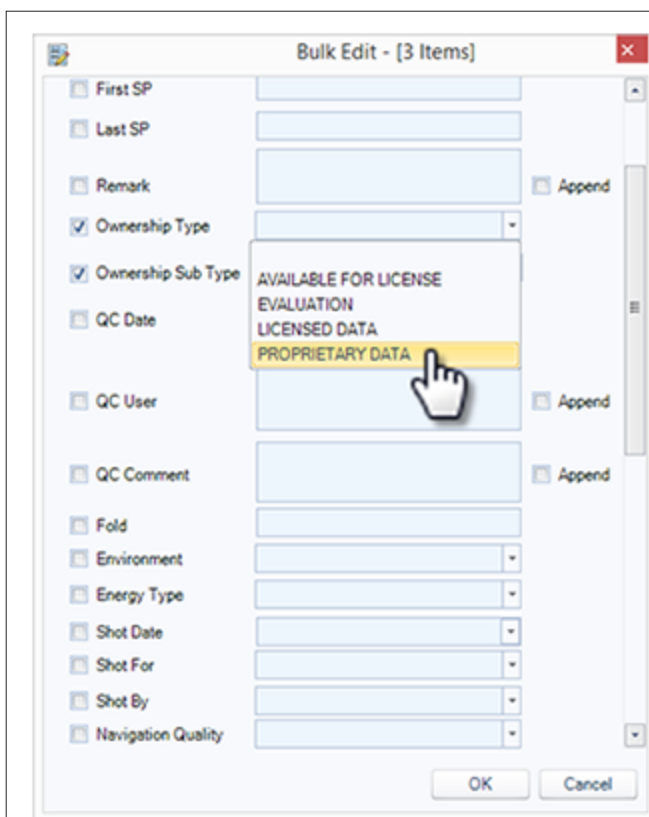
1. Right-click on the grid and select **Show error rows only**. Right-click and select **Select all**. To remove this filter, right-click and select **Show all rows**.
2. Use Bulk Mode to select rows:
 - » Click in the leader column and drag to select consecutive rows in the grid.
 - » Press Ctrl and click on rows that aren't consecutive.
3. After selecting the rows, click **Bulk edit** on the toolbar.



The **Bulk edit** window will open.

The window displays the fields that you can enter information into and apply to the selected rows.

4. Fill in the appropriate fields by typing or selecting values from drop-down lists

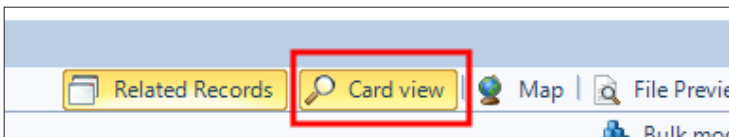


5. Click **OK**. The Bulk Edit window will close, and your changes will appear in the grid.
6. Once you have verified the data, click **Save**.

1.3 Use Card View

Where the grid view displays multiple data records, **Card View** offers a compact view of data from a single row.

To open the single item view, select a target row in the **Seismic** grid and click **Card view**.

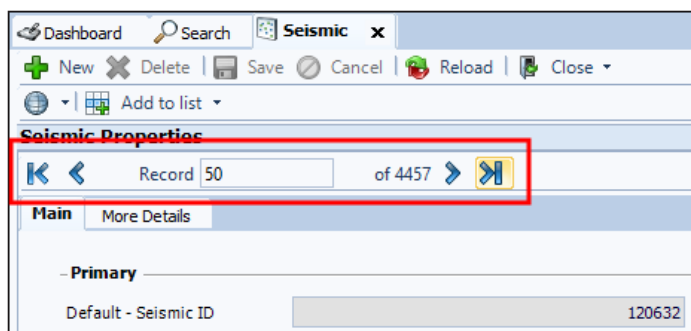


To open **Card View**:

1. Click **Card view** to toggle the view on.

The highlighted record opens with the details displayed in the workspace. The Information is broken into two tabs; **Main** and **More Details**.

2. You can navigate between records by navigation arrows on the toolbar.



3. To edit details in a record, fill in the appropriate fields on the card.

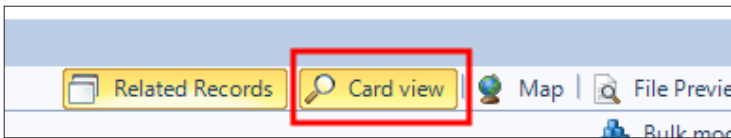


Note: Depending on the purpose of the field and your security permissions, some fields may not be available for editing.

4. Once you have edited the information in the card, click **Save**.
5. To return to grid view, click **Card view** a second time to toggle it off.

Where the grid view displays multiple data records, **Card View** offers a compact view of data from a single row.

To open the single item view, select a target row in the **Seismic** grid and click **Card view**.

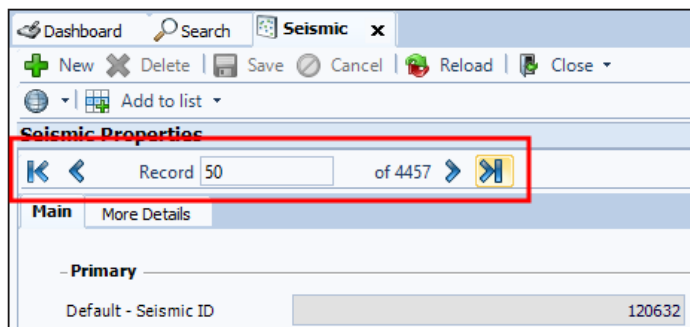


To open **Card View**:

1. Select a row in the grid.
2. Click **Card view** to toggle the view on.

The highlighted record opens with the details displayed in the workspace. The Information is broken into two tabs; **Main** and **More Details**.

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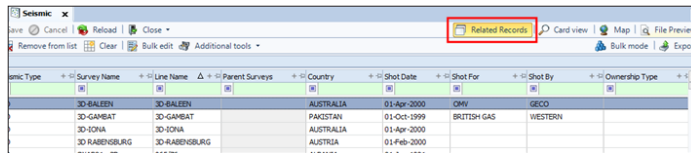
5. Once you have edited the information in the card, click **Save**.
6. To return to grid view, click **Card view** a second time to toggle it off.

2.0 Manage Related Records

The **Related Records** panel displays additional metadata associated to highlighted seismic data.

To display Related Records:

1. Click **Related Records** in the upper right corner of the **Seismic** module.



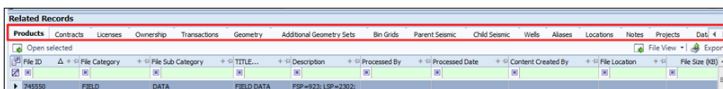
2. The **Related Records** panel will open in the lower portion of the workspace.

The panel displays the data associated with the seismic record(s) selected in the Seismic Properties.



Tip: Use **Bulk mode** to select multiple records and display the combined **Related Records**.

The **Related Records** panel is divided into tabs that includes several sections. Use the horizontal scroll bar to see all tabs.



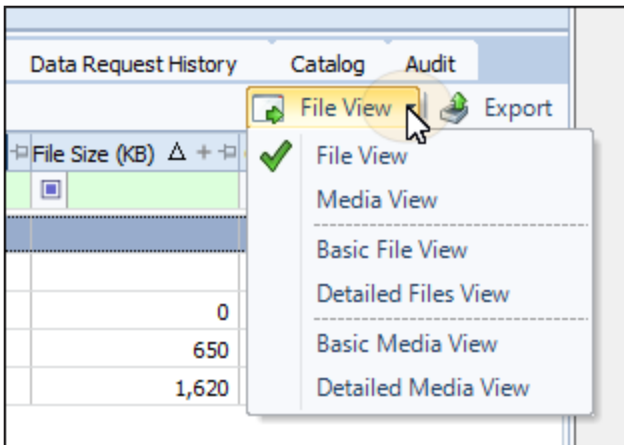
Use the column chooser to customize the columns to display.

2.1 View product detail

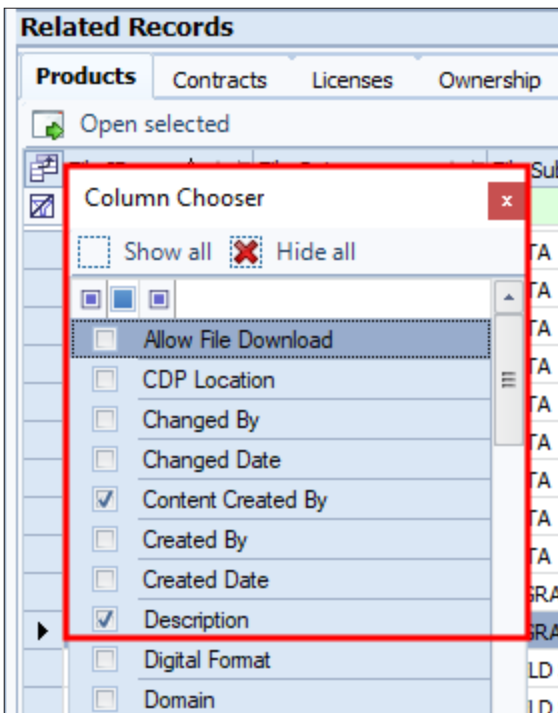
The **Products** tab in the **Related Records** panel lists the associated products for the highlighted record. In this tab, you can view or copy the product details, or add them to a data request.

The products that can be displayed in the tab can be either **Files** or **Media**.

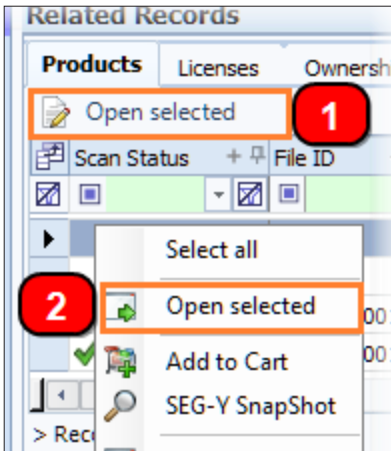
You can change the view from the File View



The columns that initially appear on the grid can be changed at any time by using the column chooser.



Products displayed in the grid can be opened in their respective modules by either:



1. Highlighting the row then from the toolbar click **Open selected**
2. Right-click then from the context menu click **Open selected**.

The product will open in the related module. You can edit it as per normal.

Available actions

To access the actions available for a product in the **Product** tab, select a row (or multiple rows) in the grid. Right-click to open the context menu and select an available action.

Open selected: Click to open the selected record in the relevant module to edit. If the selected item is a file, the record opens in the File module. If the selected item is media, the record opens in the Media module.

Add to Cart: Click to add the items to the **Cart**.

SEG-Y snapshot: Click to open a collection of condensed SEG-Y files

Open file: Click to open selected file. To open files, you must have access to the storage location.

Download file: Click to download file. To download, you must have access to the storage location.

Export: Click to export the grid to Excel®.

Export selected: Click to export the selected row(s) to Excel®.

Copy cell : Click to copy the contents of the cell to paste into a search field or other area.

Copy row: Click to copy the text that is in the row to paste into another grid or other area.

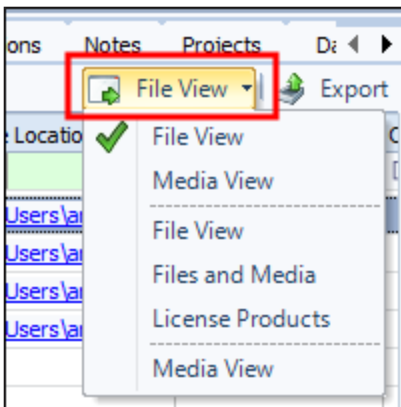
Copy column: Click to copy the rows in the particular column.

Show group-by: Click to open the Group-By option for grouping data by columns.

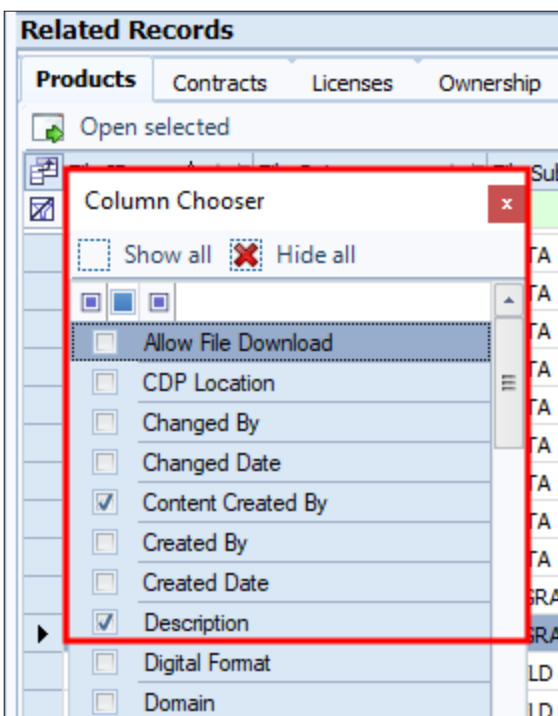
The **Products** tab in the **Related Records** panel lists the associated products for the highlighted record. In this tab, you can view or copy the product details, or add them to a data request.

The products that can be displayed in the tab can be either **Files**, **Media**, or **License Products**.

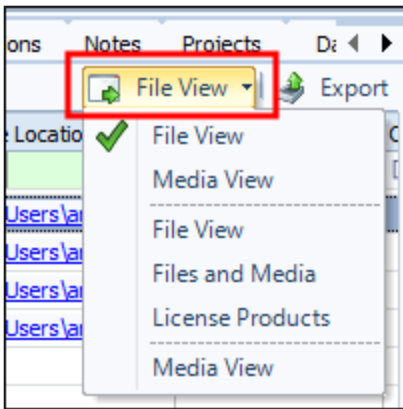
You can change the view from the File View



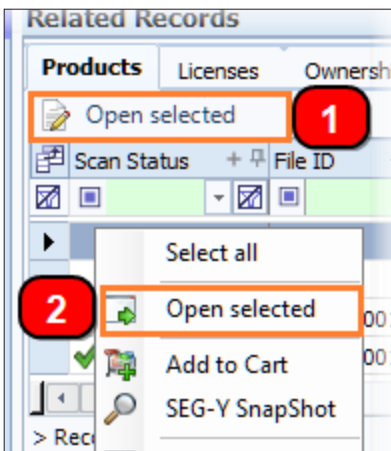
The columns that initially appear on the grid can be changed at any time by using the column chooser.



You can also change the file views by using the File View menu in the upper right corner of the panel.



Products displayed in the grid can be opened in their respective modules by either:



1. Highlighting the row then from the toolbar click **Open selected**
2. Right-click then from the context menu click **Open selected**.

The product will open in the related module. You can edit it as per normal.

Available actions

To access the actions available for a product in the **Product** tab, select a row (or multiple rows) in the grid. Right-click to open the context menu and select an available action.

Open selected: Click to open the selected record in the relevant module to edit. If the selected item is a file, the record opens in the File module. If the selected item is media, the record opens in the Media module.

Add to Cart: Click to add the items to the **Cart**.

SEG-Y SnapShot: Click to open a collection of condensed SEG-Y files

Open file: Click to open selected file. To open files, you must have access to the storage location.

Download file: Click to download file. To download, you must have access to the storage location.

Export: Click to export the grid to Excel®.

Export Selected: Click to export the selected row(s) to Excel®.

Copy cell : Click to copy the contents of the cell to paste into a search field or other area.

Copy rows: Click to copy the text that is in the row to paste into another grid or other area.

Copy column: Click to copy the rows in the particular column.

Show group-by: Click to open the Group-By option for grouping data by columns.

2.2 Entering ownership detail

The grid in the **Ownership** tab displays the owners of the seismic, the type of ownership, per cent of their ownership share, and other information related to ownership.

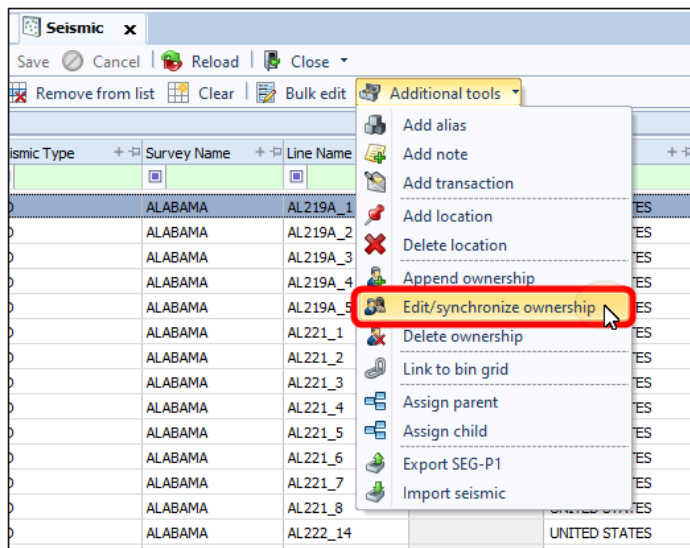
Use the **Ownership** tab to edit the existing ownership details or add a new Business Associate owner. Click **Save** when complete.

Editing ownership for multiple seismic records

To add, edit or synchronize ownership for multiple records, use the **Additional tools** option. The **Additional tools** populates all assigned ownerships in the edit window for you to review, adjust and synchronize as required.

To edit ownership for multiple items:

1. In the main grid, select the record(s) to edit.
2. Click **Additional tools>Edit/synchronize ownership** in the local toolbar



Tip: You can also right-click in the grid to open the context menu and click **Additional tools>Edit/synchronize ownership**.

3. In the **Edit/synchronize ownership** window, enter the relevant details.

Edit/synchronize ownership

Existing ownership detail displays in the grid. Save to synchronize for all selected records. Edit, add or delete ownership detail, if required, before saving to synchronize.

Update properties

Ownership Type

Ownership Sub Type: LICENSED DATA

+ Add - Delete

Business As	Seismic Count	Interest Type	Percent
3D IMAGING	2	OPERATOR	25.00
SEISMIC ACQUISITIO...	3	FORMER	50.00
INTERNATIONAL PETR...	3	LICENSEE	25.00
OVATIONDATA (UK)	0		
Sum = 10...			

Save Cancel

4. To edit the **Ownership Type** and **Ownership Sub Type**, select the checkbox and select an entry for one or both fields. Refer to the acquisition ownership details to update.
5. To add a new ownership, click **Add** and enter the detail in the grid. Enter the required detail.
6. To delete an ownership, select the record on the grid and click **Delete**.
7. When your edits are complete, click **Save**. The changes affect all of the records you selected before opening the edit window.

The grid in the **Ownership** tab displays the owners of the seismic, the type of ownership, per cent of their ownership share, and other information related to ownership.

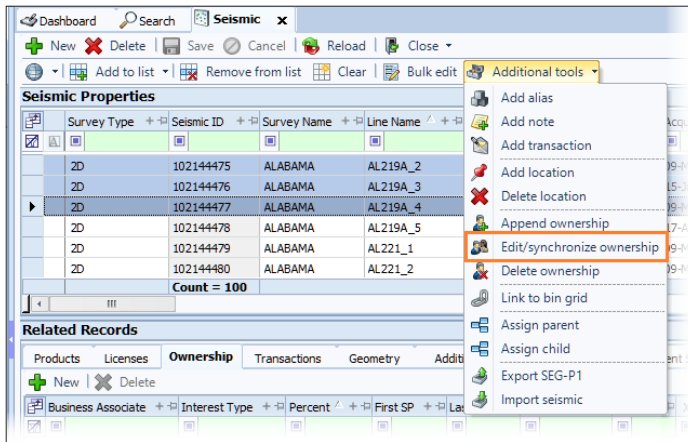
Use the **Ownership** tab to edit the existing ownership details or add a new Business Associate owner. Click **Save** when complete.

Editing ownership for multiple seismic records

To add, edit or synchronize ownership for multiple records, use the **Additional tools** option. The **Additional tools** populates all assigned ownerships in the edit window for you to review, adjust and synchronize as required.

To edit ownership for multiple items:

1. In the main grid, select the record(s) to edit.
2. Click **Additional tools > Edit/synchronize ownership** in the local toolbar



Tip: You can also right-click in the grid to open the context menu and click **Additional tools>Edit/synchronize ownership**.

3. In the **Edit/synchronize ownership** window, enter the relevant details.

The screenshot shows the 'Edit/synchronize ownership' window. It includes a header with a user icon and a description. Below is a section for 'Update properties' with checkboxes for 'Ownership Type' and 'Ownership Sub Type'. A grid below this section allows for adding or deleting ownership records. The grid has columns for 'Business Associate', 'Seismic Count', 'Interest Type', and 'Percent'. A 'Sum' row is at the bottom of the grid. The window ends with 'Save' and 'Cancel' buttons.

4 points to the 'Update properties' section. **5** points to the 'Add' button. **6** points to the 'Delete' button. **7** points to the 'Save' button.

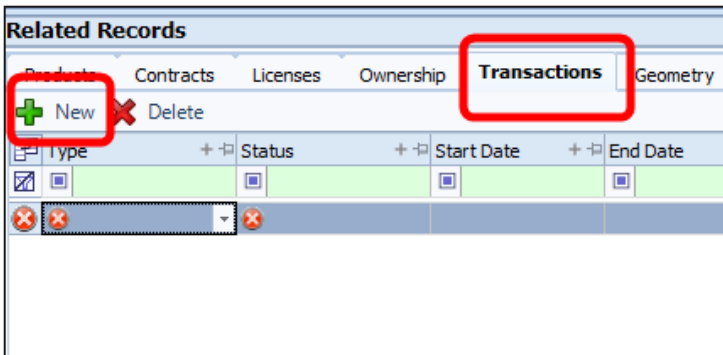
Business Associate	Seismic Count	Interest Type	Percent
3D IMAGING	2	OPERATOR	25.00
SEISMIC ACQUISITION	3	FORMER	50.00
INTERNATIONAL PETROLEUM	3	LICENSEE	25.00
NOVATIONDATA (UK)	0		
			Sum = 10...

4. To edit the **Ownership Type** and **Ownership Sub Type**, select the checkbox and select an entry for one or both fields. Refer to the acquisition ownership details to update.
5. To add a new ownership, click **Add** and enter the detail in the grid. Enter the required detail.
6. To delete an ownership, select the record on the grid and click **Delete**.
7. When your edits are complete, click **Save**. The changes affect all of the records you selected before opening the edit window.

2.3 Entering transaction details

The **Transactions** tab provides a record of transactions associated to a line.

Click the **Transactions** tab and click **New** to add a row to the grid.

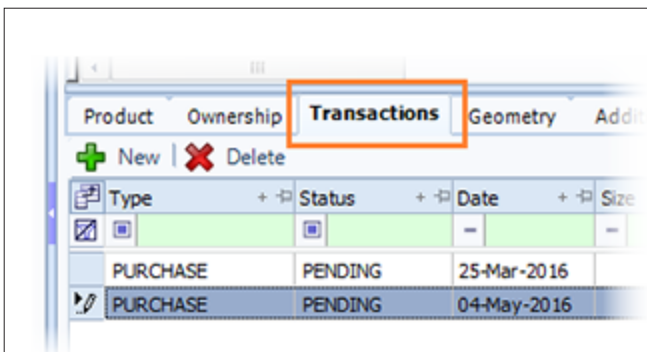


Enter the relevant information in each column from a series of drop-down lists, calendars, and text entry fields..

Click **Save**.

The **Transactions** tab provides a record of transactions associated to a line.

Click the **Transactions** tab and click **New** to add a row to the grid. Enter the relevant information and click **Save**.

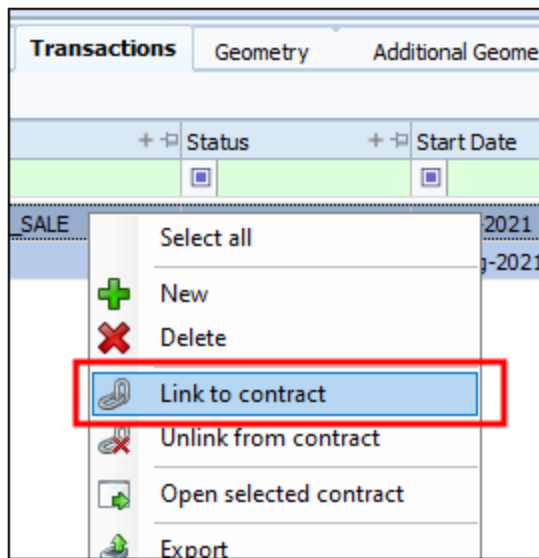


Link/Unlink Contract to Transaction

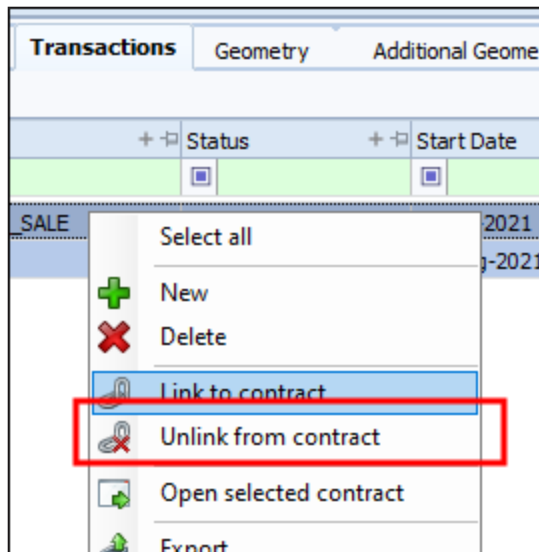
While in the Transactions tab, it is possible to link a seismic transaction to a contract.

To assign a Contract to one or more Seismic Transactions:

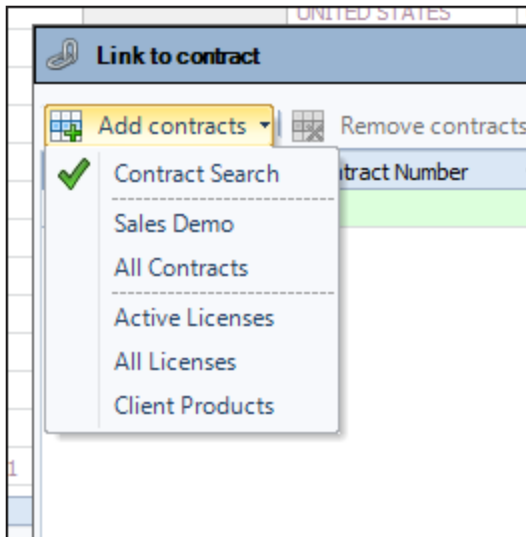
1. Use one of the following methods to select transaction(s) in the Transactions tab **Related Records** Panel:
 - » Click to select a single row.
 - » To select multiple consecutive rows, click and drag in the leader column in the grid.
 - » To select multiple individual rows, press Ctrl while clicking to select.
2. Right-click on a selected row to open the context menu.
3. Select **Link to Contract**.



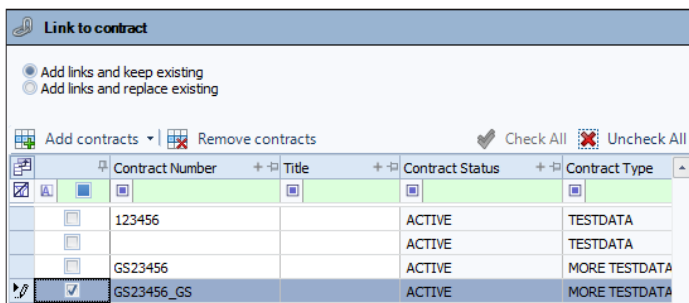
To unlink a contract, select **Unlink from Contract**



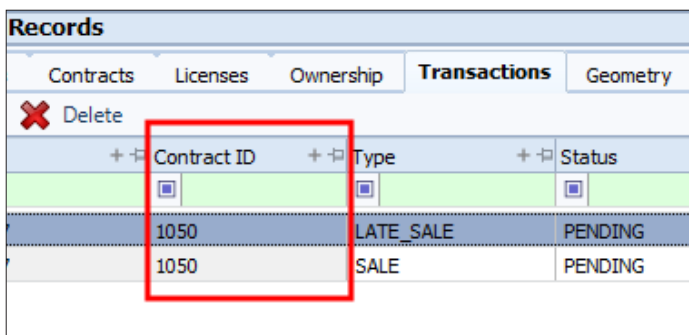
4. In the Link to contract window select **Contract Search** from the Add Contracts drop-down.



5. Enter your search criteria, then click **Search**. The results will populate the grid in the Link to contracts window.
6. From the results, select the check box next to the contract to be linked.

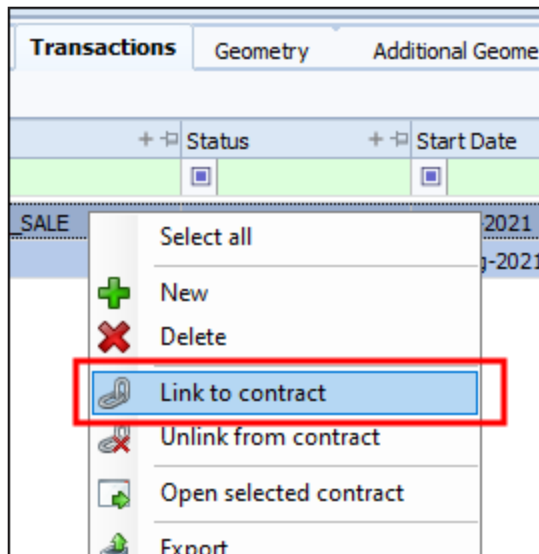


7. Select the option to either add links and keep existing or to add links and replace existing for the selected files.
8. Click **Save**. The contract number will appear in the Contract ID column in the Transaction grid.

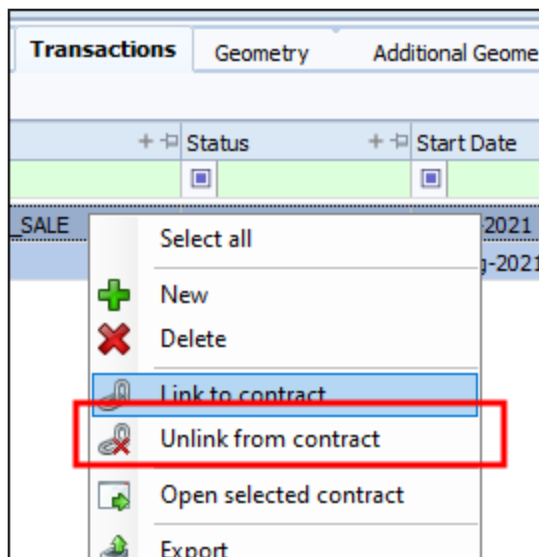


While in the Transactions tab, it is possible to link a seismic transaction to a contract.
To assign a Contract to one or more Seismic Transactions:

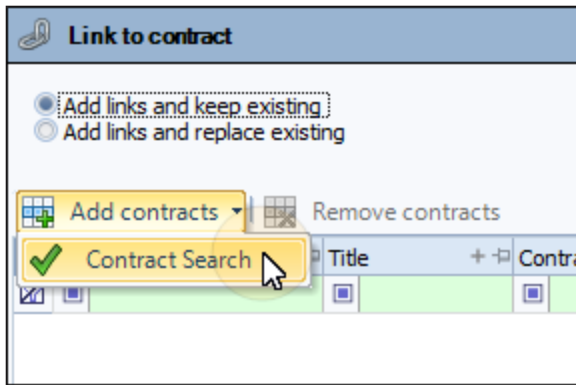
1. Use one of the following methods to select transaction(s) in the Transactions tab **Related Records** Panel:
 - » Click to select a single row.
 - » To select multiple consecutive rows, click and drag in the leader column in the grid.
 - » To select multiple individual rows, press Ctrl while clicking to select.
2. Right-click on a selected row to open the context menu.
3. Select **Link to Contract**.



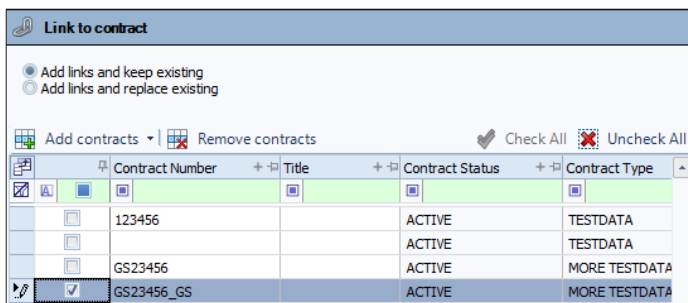
To unlink a contract, select **Unlink from Contract**



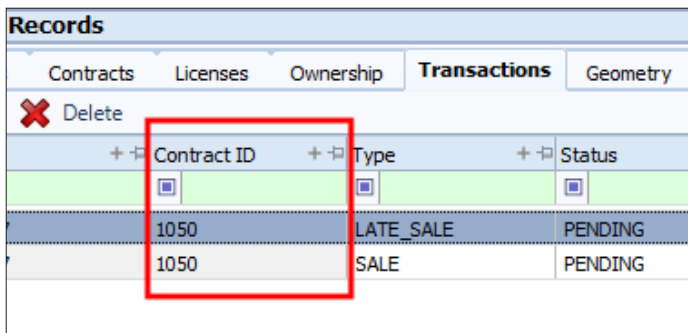
4. In the Link to contract window select **Contract Search** from the Add Contracts drop-down.



5. Enter your search criteria, then click **Search**. The results will populate the grid in the Link to contracts window.
6. From the results, select the check box next to the contract to be linked.



7. Select the option to either add links and keep existing or to add links and replace existing for the selected files.
8. Click **Save**. The contract number will appear in the Contract ID column in the Transaction grid.



2.4 Adding geometry

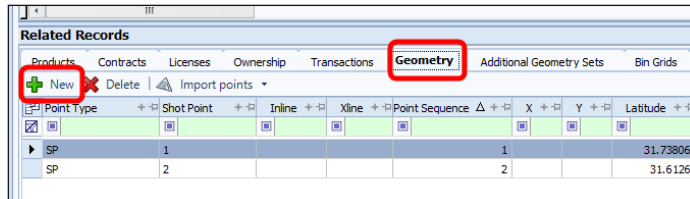
The **Geometry** tab of the **Related Records** in the **Seismic** module is for adding and viewing navigation.

For adding navigation, refer to the information for using Exploration ArchivesTools for ArcMap® in "Adding seismic navigation " on page 45.

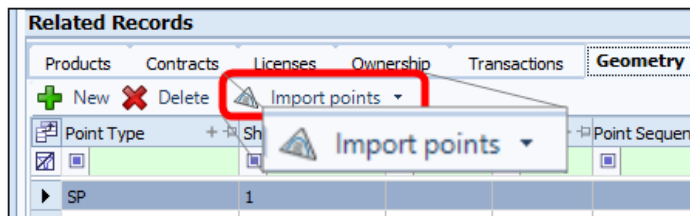
For existing navigation, the detail in the **Geometry** tab includes the points in the original data set, as well as the latitude and longitude values for the map view.

To add new geometry for a seismic item manually:

1. Select the record in the **Seismic Properties** grid.
2. Click **New** to display a new row in the grid and enter the relevant information for each column.



Alternatively, you can import values from an Excel® or CSV file by selecting **Import Points** on the tool bar.



3. Exploration Archives will automatically draw the shape on the map once the points are saved and the GCS is set.
4. Refer to "Importing points for geometry" on page 28 for details.
5. To add additional geometry sets refer to "Adding additional geometry sets" on the next page.

The **Geometry** tab of the **Related Records** in the **Seismic** module is for adding and viewing navigation.

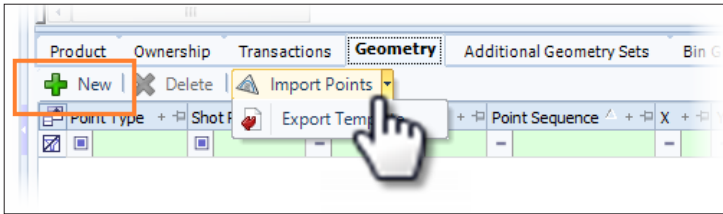
For adding navigation, refer to the information for using Exploration Archives Tools for ArcMap® in "Adding seismic navigation " on page 45.

For existing navigation, the detail in the **Geometry** tab includes the points in the original data set, as well as the latitude and longitude values for the map view.

To add new geometry for a seismic item manually:

Select the record in the **Seismic Properties** grid.

Click **New** to display a new row in the grid and enter the relevant information for each column.



Alternatively, you can import values from an Excel® or CSV file by selecting **Import Points** on the tool bar.

Exploration Archives will automatically draw the shape on the map once the points are saved and the GCS is set.

Refer to "Importing points for geometry" on the next page for details.

To add additional geometry sets refer to "Adding additional geometry sets" below.

Adding additional geometry sets

You can use the **Additional Geometry Sets** to store points from other Coordinate systems.

You may have your main Geometry set for one type of coordinate system, but have additional Geometry sets for a different coordinate system you want people to have access to.

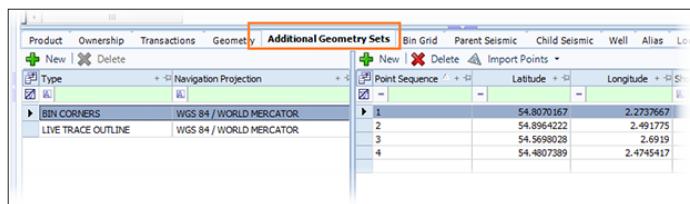


Note:

The Map view shows the points stored in the geometry tab where the additional geometry sets do not.

To add additional geometry sets:

1. In the main grid, select the record to modify.
2. Click the **Additional Geometry Sets** tab.
The grid on the left displays the coordinate details and the grid on the right displays the point details.



3. Click **New**.
4. Enter the applicable coordinate system information.

5. To avoid data entry errors refer to "Importing points for geometry" below to import points from a CSV or Excel file.
6. Click **Save**.

You can use the **Additional Geometry Sets** to store points from other Coordinate systems.

You may have your main Geometry set for one type of coordinate system, but have additional Geometry sets for a different coordinate system you want people to have access to.

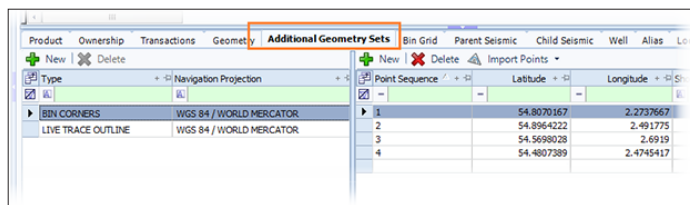


Note:

The Map view shows the points stored in the geometry tab where the additional geometry sets do not.

To add additional geometry sets:

1. In the main grid, select the record to modify.
2. Click the **Additional Geometry Sets** tab.
The grid on the left displays the coordinate details and the grid on the right displays the point details.



3. Click **New**.
4. Enter the applicable coordinate system information.
5. To avoid data entry errors refer to "Importing points for geometry" below to import points from a CSV or Excel file.
6. Click **Save**.

Importing points for geometry

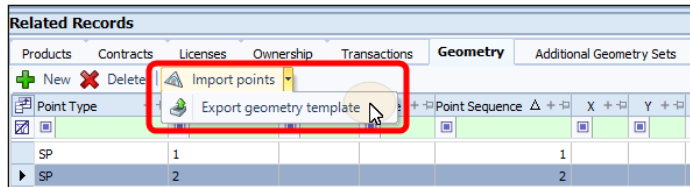
If you have a large amount of Geometry to enter for a record and you try and enter it manually it can be time consuming and there is chance for error.

To minimize that chance for error, you can create enter the data for Geometric Sets into an Excel® spreadsheet and then use **Import Points** to add the data.

To help you format the data correctly for the import, you can download a template to enter the data in.

To export a template:

1. From the toolbar, expand the **Import Points** menu then select **Export geometry template**.



2. From the Save dialog navigate where you would like to save the template. If needed, enter a new name for the file.
3. Click **Save**.
4. After a few seconds the file will open in Excel.



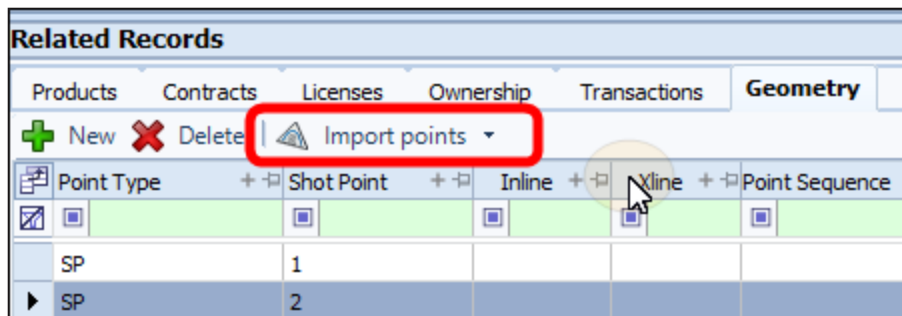
Note:

When Exporting a Template, the Template file is generated with any data that is populating the grid. If there is any data in the file, you can delete it. Make sure to leave the column headings.

Enter your data into the worksheet then save it.

To import points for a seismic record:

1. Select the target record in the **Seismic** grid.
2. Open the **Geometry** tab in **Related Records**.
3. Click **Import Points**.



4. The **Import Points** window opens.

Import points

Set optional seismic properties and select a file (CSV or Excel) to import points from.

Seismic Properties

Geographic CRS: Inline Increment:

Projected CRS: Xline Increment:

Coordinate Transformation:

Import points...

Point Type	Shot Point	Inline	Xline	Point Sequence	X	Y
☐	☐	☐	☐	☐	☐	☐

Count = 0

Calculated Properties

Inline Max: Inline Min: Inline Count:

Xline Max: Xline Min: Xline Count:

Import Cancel

5. Enter the navigation datum, projection and coordinate transformation.
If you are loading 3D data, set the inline and xline increments.
6. Click **Import Points** and navigate to the location on your PC for the CSV or Excel file.

Import points

Set optional seismic properties and select a file (CSV or Excel) to import points from.

Seismic Properties

Geographic CRS: Inline Increment:

Projected CRS: Xline Increment:

Coordinate Transformation:

Mapping GCS:

Mapping Transformation:

Import points...

Point Type	Shot Point	Inline	Xline	Point Sequence	X	Y
☐	☐	☐	☐	☐	☐	☐

Count = 0

Calculated Properties

Inline Max: Inline Min: Inline count:

Xline max: Xline min: Xline Count:

Import Cancel

7. Select the file and click **Open**. The import detail displays in the grid in the **Import Points** window.

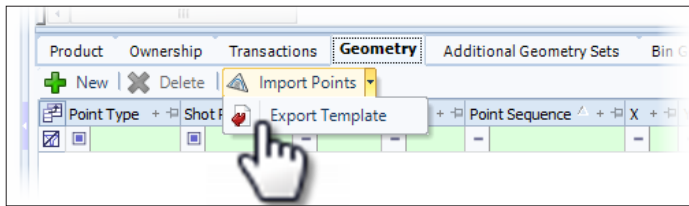
8. Verify that the information is correct and click **Import**. The information imports to the points grid.
9. Click **Save**.

If you have a large amount of Geometry to enter for a record and you try and enter it manually it can be time consuming and there is chance for error.

To minimize that chance for error, you can create enter the data for Geometric Sets into an Excel® spreadsheet and then use **Import Points** to add the data.

To help you format the data correctly for the import, you can download a template to enter the data in.

1. From the toolbar, expand the **Import Points** menu then select **Export Template**.



2. From the Save dialog navigate where you would like to save the template. If needed, enter a new name for the file.
3. Click **Save**.
4. After a few seconds the file will open in Excel.



Note:

When Exporting a Template, the Template file is generated with any data that is populating the grid. If there is any data in the file, you can delete it. Make sure to leave the column headings.

Enter your data into the worksheet then save it.

To import points for a seismic record:

1. Select the target record in the **Seismic** grid.
2. Open the **Geometry** tab in **Related Records**.
3. Click **Import Points**. The **Import Points** window opens.
4. Enter the navigation datum, projection and coordinate transformation.
If you are loading 3D data, set the inline and xline increments.
5. Click **Import Points** and navigate to the location on your PC for the CSV or Excel file.

6. Select the file and click **Open**. The import detail displays in the grid in the **Import Points** window.
7. Verify that the information is correct and click **Import**. The information imports to the points grid.
8. Click **Save**.

2.5 Viewing bin grid detail

The **Bin Grid** tab in the **Related Records** lists the bin grid associated to the item that is selected in the **Seismic** grid. The list provides a quick view of the bin grid details including the projected CRS and inline and crossline information.

Grid ID	Grid Name	Type	Status	Country	Projected CRS	QC Status
20	TALLUS BIN GRID A	ACQUISITION	APPROVED	UNITED STATES	NAD27 / TEXAS ...	

For access to the bin grid in an editable format, select the row then click **Open Selected**. The bin grid will open.

To unlink a bin grid, select the row and click **Unlink**.

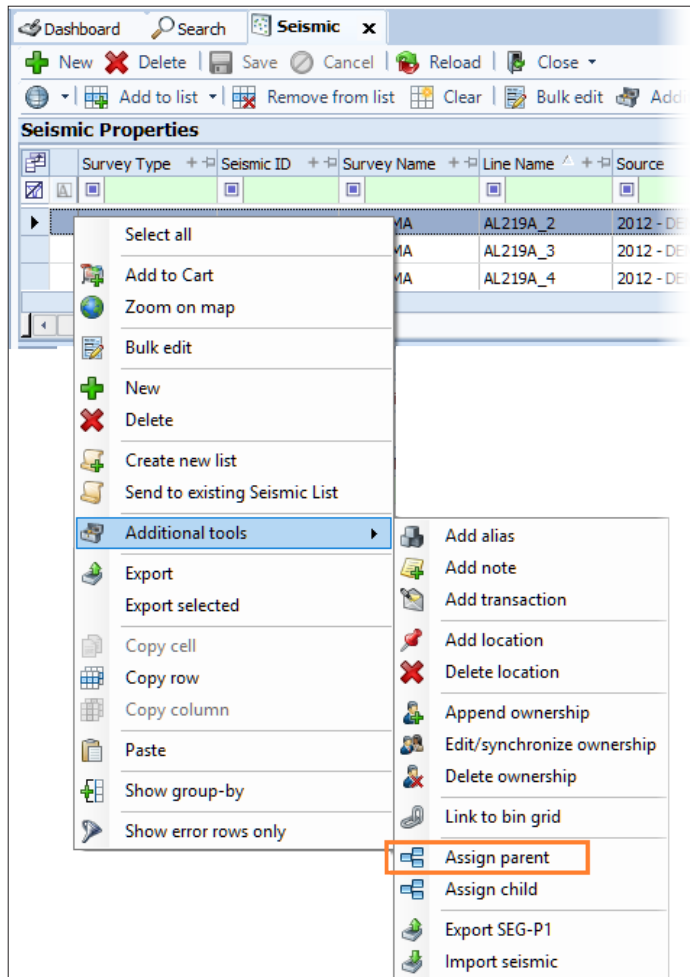
2.6 Assigning parent seismic

The **Parent Seismic** tab lists the seismic that a selected seismic record is derived from. Use the main **Seismic** grid to assign a parent seismic and use the **Parent Seismic** tab to view the results.

Exploration Archives accommodates a many-to-many relationship for parent and Related Records. A parent record can have multiple children and a child record can have multiple parents.

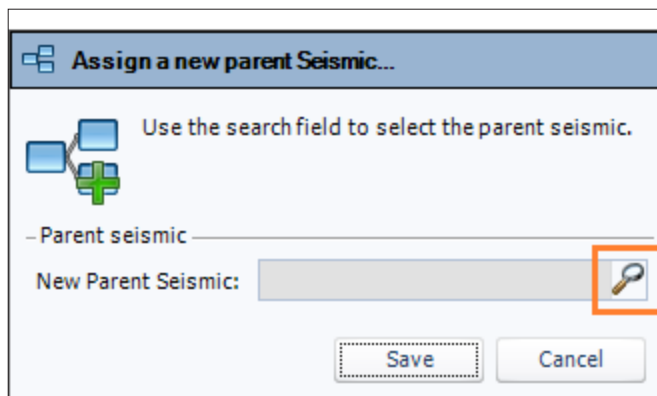
To assign a parent to one or more items:

1. Use one of the following methods to select the item(s) in the **Seismic** to create a parent relationship:
 - » Click to select a single row.
 - » To select multiple consecutive rows, click and drag in the leader column in the grid.
 - » To select multiple individual rows, press Ctrl while clicking to select.
2. Right-click on a selected row to open the context menu.
3. Point to **Additional tools>Assign parent** .



The **Assign parent seismic** window opens.

4. Either select an item in the grid or search for the parent item(s) to assign and select.



If you select an item in the grid, that item will become the parent of the others in the **Seismic**.

If you search and select an item, the new item will become the parent of the others in the **Seismic**.

5. Click **Save**.

The assigned parent record displays in the associated tab in the **Related Records** panel.

2.7 Assigning child seismic

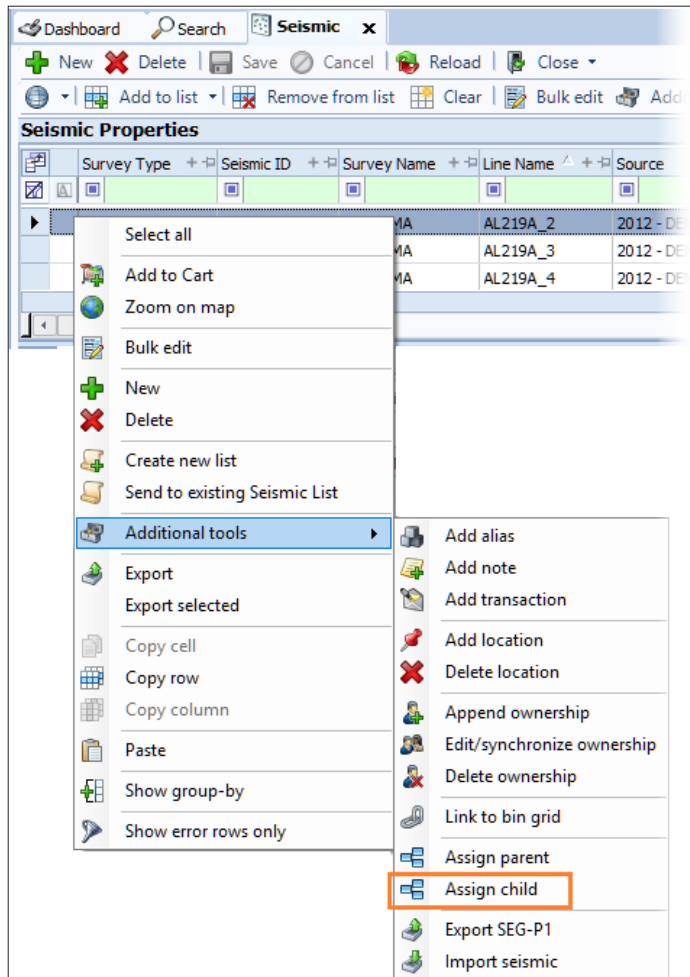
The **Child Seismic** tab lists the derived seismic of the seismic selected in the main grid.

Use the main **Seismic** grid to assign a child seismic and use the **Child Seismic** tab to view the results.

Exploration Archives accommodates a many-to-many relationship for parent and Related Records. A parent record can have multiple children and a child record can have multiple parents.

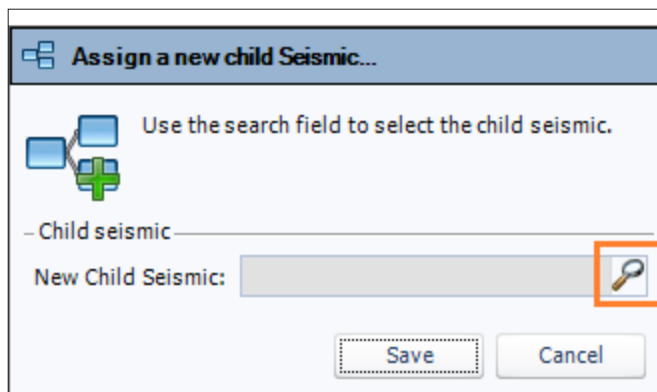
To assign a child to one or more items:

1. Use one of the following methods to select the item(s) in the **Seismic** to create a child relationship:
 - » Click to select a single row.
 - » To select multiple consecutive rows, click and drag in the leader column in the grid.
 - » To select multiple individual rows, press Ctrl while clicking to select.
2. Right-click on a selected row to open the context menu.
3. Point to **Additional tools>Assign child**.



The **Assign child seismic** window opens.

4. Either select an item in the grid or search for the child item(s) to assign and select.



If you select an item in the grid, that item will become the child of the others in the **Seismic**.

If you search and select an item, the new item will become the child of the others in the **Seismic**.

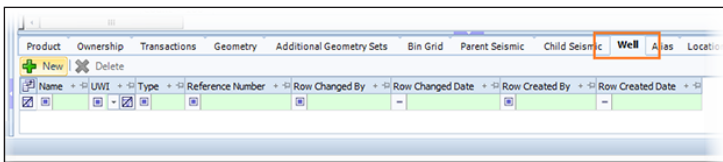
5. Click **Save**.
The assigned child record displays in the associated tab in the **Related Records** panel.

2.8 Add well detail

The **Wells** tab provides a record of wells associated with either Microseismic or Vertical Seismic Profile (VSP).

To add a well detail to a seismic record:

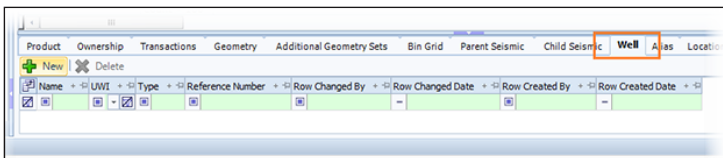
1. Select the seismic record in the **Seismic Properties** grid.
2. In the **Related Records** panel click the **Wells** tab.
3. Click **New** to add a row to the grid.
4. Enter the relevant well information in the new row.



The **Wells** tab provides a record of wells associated with either Microseismic or Vertical Seismic Profile (VSP).

To add a well detail to a seismic record:

1. Select the seismic record in the **Seismic Properties** grid.
2. In the **Related Records** panel click the **Wells** tab.
3. Click **New** to add a row to the grid.
4. Enter the relevant well information in the new row.

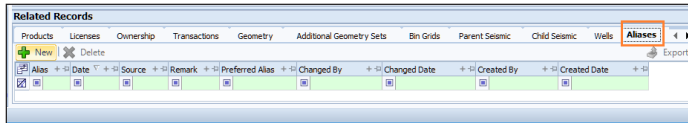


2.9 Add aliases

The **Aliases** tab displays previous names that a seismic record may have been assigned.

To add a new alias to a seismic record:

1. Select the record in the **Seismic Properties** grid.
2. In the Related Records panel click the **Aliases** tab.

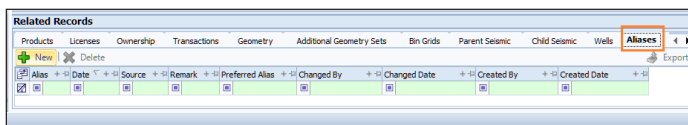


3. Click **New**.
4. Enter the Alias, and information for the other columns if needed.
5. Click **Save**.

The **Aliases** tab displays previous names that a seismic record may have been assigned.

To add a new alias to a seismic record:

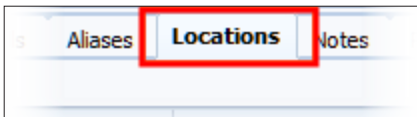
1. Select the record in the **Seismic Properties** grid.
2. In the Related Records panel click the **Aliases** tab.



3. Click **New**.
4. Enter the Alias, and information for the other columns if needed.
5. Click **Save**.

2.10 Add location detail

The **Locations** tab displays the location information associated to the selected record.



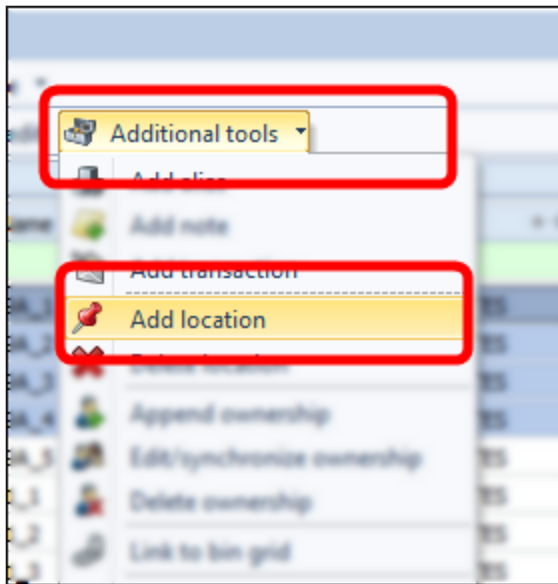
To add a new location to a single record:

1. Select the record in the **Seismic Properties** grid.
2. Open the **Locations** tab then click **New**.
3. Select the **Location Type** and the **Location Name** from the drop-down menu.
4. Click **Save**.

To add a shared location to multiple records, you can use the **Additional tools** menu.

To add a shared location:

1. Select the records in the **Seismic** grid.
2. On the Toolbar click **Additional tools** and select **Add location**.



Tip: You can also right-click to open the context menu and then select **Additional Tools>Add Location**

The **Add location** window opens.

A screenshot of the 'Add location' dialog box. It has a title bar with a red pin icon and the text 'Add location'. Inside the dialog, there are two fields: 'Location Type' with a dropdown menu showing 'STATE' and 'Location Name' with a dropdown menu showing 'ALASKA'. At the bottom right, there are 'Save' and 'Cancel' buttons.

3. Select the **Location Type** and the **Location Name**.

4. Click **Save**.

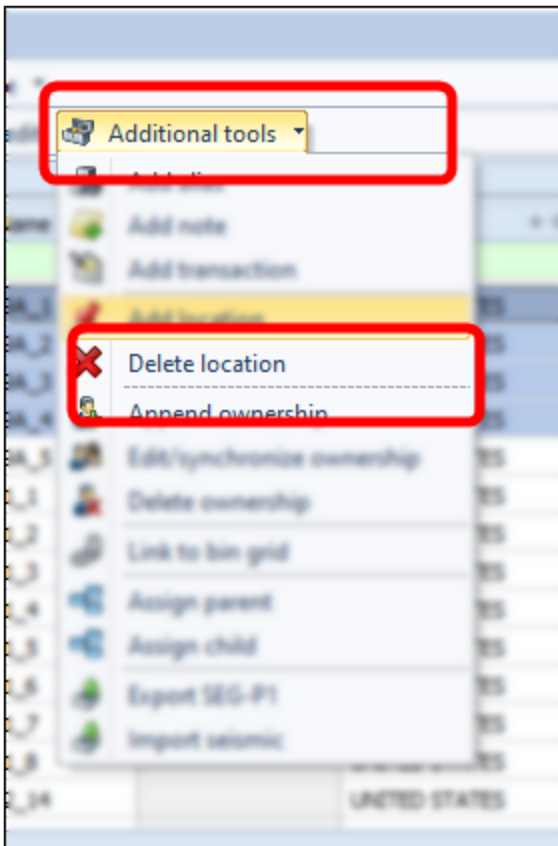
The location saves to the **Locations** tab for each selected record.



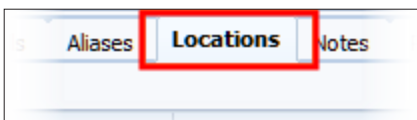
Note:

If you want, you can use the steps listed above to add a location to a single record.

To delete a location, use the same process as described, using **Delete location** option.



The **Locations** tab displays the location information associated to the selected record.



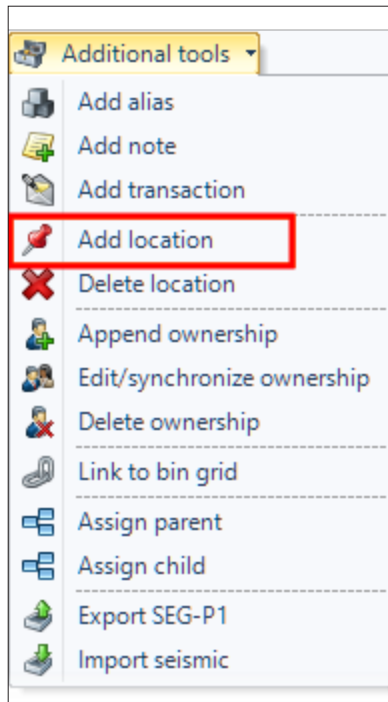
To add a new location to a single record:

1. Select the record in the **Seismic Properties** grid.
2. Open the **Locations** tab then click **New**.
3. Select the **Location Type** and the **Location Name** from the drop-down menu.
4. Click **Save**.

To add a shared location to multiple records, you can use the **Additional tools** menu.

To add a shared location:

1. Select the records in the **Seismic** grid.
2. On the Toolbar click **Additional tools** and select **Add location**.



Tip: You can also right-click to open the context menu and then select **Additional Tools>Add Location**

The **Add location** window opens.

A screenshot of the 'Add Location' dialog box. It has a title bar with a red pushpin icon and the text 'Add Location'. Inside, there are two fields: 'Location Type:' with a dropdown menu showing 'FIELD', and 'Location Name:' with a text input field and a red 'X' icon to its right. At the bottom, there are two buttons: 'Save' and 'Cancel'.

3. Select the **Location Type** and the **Location Name**.

4. Click **Save**.

The location saves to the **Locations** tab for each selected record.



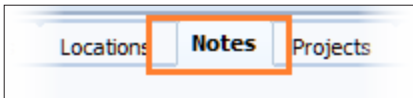
Note:

If you want, you can use the steps listed above to add a location to a single record.

To delete a location, use the same process as described, using the **Delete location** option.

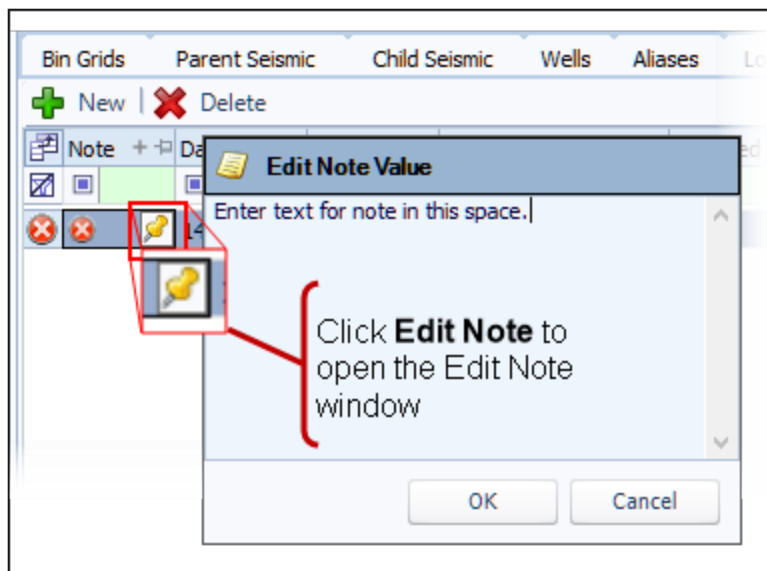
2.11 Add notes

Use the **Notes** tab for adding notes associated to individual items or to multiple items. The notes are available to other users to review.



To add a note to a single record:

1. Select the record in the **Seismic Properties** grid.
2. Open the **Notes** tab and click **New**.
3. Click the **edit note** icon in the **Note** column to open the text entry window.



4. Enter the text for your note and click **OK**.

You can use **Additional tools** to add a shared note for multiple items.

To add a shared note:



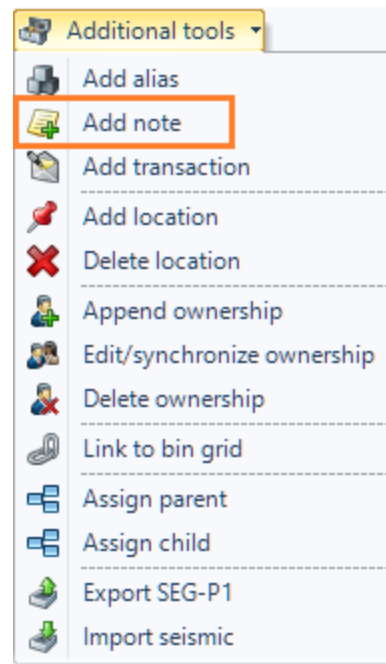
Note:

You can also use the following procedure to add a note to a single record.

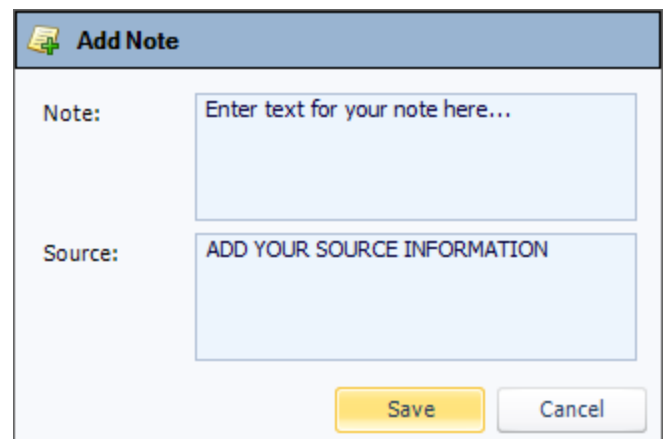
1. Select the records in the **Seismic Properties** grid.
2. Click **Additional tools** and select **Add note**.

 **Tip:** You can also right-click to open the context menu and select **Additional Tools>Add Note**.

The **Add note** window opens.



3. Enter note **Details** and the **Source** information if applicable.
4. Click **Save**.
The note saves to the **Note** tab for each selected record.

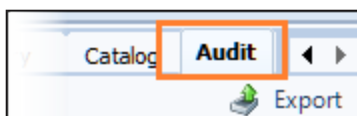
A screenshot of a dialog box titled 'Add Note'. It has two text input fields: 'Note:' with the placeholder text 'Enter text for your note here...' and 'Source:' with the placeholder text 'ADD YOUR SOURCE INFORMATION'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

2.12 Viewing audit detail

The **Audit** tab provides the history of the seismic metadata.

To view the audit details of a particular seismic record:

1. Select the record in the **Seismic Properties** grid.
2. On the Related Records panel click the **Audit** tab. The audit grid displays the detailed information associated to the selected seismic.



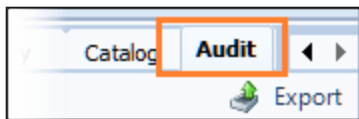
3. Click **Export**.

4. The information in the grid will be compiled into an Excel® file.
5. When the Save panel appears, navigate to where you want to save the file.
6. Click **Save**.
7. A confirmation dialog appears .
8. Click **OK**.
9. After a few seconds the file will open in Excel.

The **Audit** tab provides the history of the seismic metadata.

To view the audit details of a particular seismic record:

1. Select the record in the **Seismic Properties** grid.
2. On the Related Records panel click the **Audit** tab. The audit grid displays the detailed information associated to the selected seismic.



3. Click **Export**.
4. The information in the grid will be compiled into an Excel® file.
5. When the Save panel appears, navigate to where you want to save the file.
6. Click **Save**.
7. A confirmation dialog appears .
8. Click **OK**.
9. After a few seconds the file will open in Excel.

3.0 Adding seismic navigation

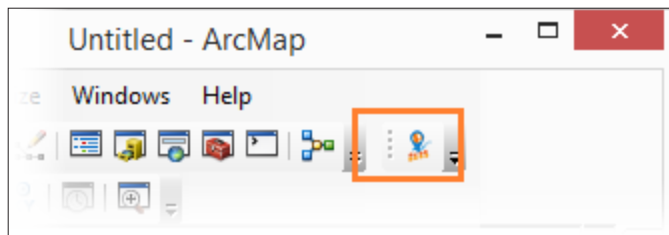
Exploration Archives Tools for ArcMap® is a plug-in for loading geometry into Exploration Archives. Exploration Archives Tools for ArcMap® communicates with Esri® ArcGIS Pro™ to load new seismic geometry or replace existing geometry.

The following is required for using Exploration Archives Tools for ArcMap®:

- » Esri ArcGIS Pro 3.x
- » Shape file (.shp) or csv file accessible for loading into ArcMap
- » Installation of Exploration Archives Tools for ArcMap
- » Access to Exploration Archives

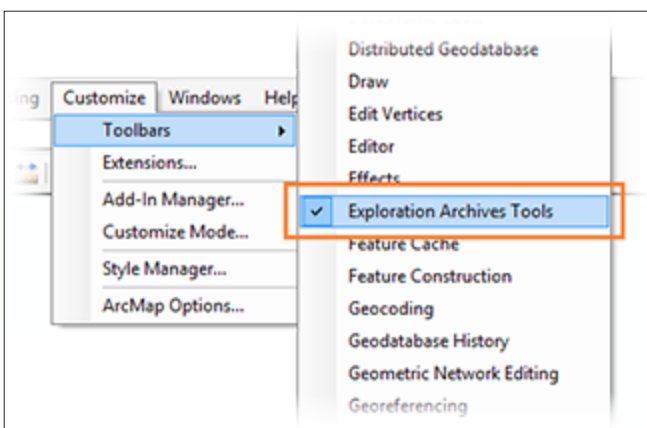
To open Tools for ArcMap®:

1. Open Esri ArcMap.
2. Load the points into ArcMap using a file type that ArcMap supports. If you want to load selected features, select the features using the ArcMap selection tool.
3. Click the Exploration Archives icon in the toolbar to open Tools.



4. The Exploration ArchivesTools for ArcMap® opens in a new window.

To activate the Exploration Archives icon in ArcMap, click **Customize** in the ArcMap menu bar. Point to **Toolbars** and select **Exploration Archives Tools**.



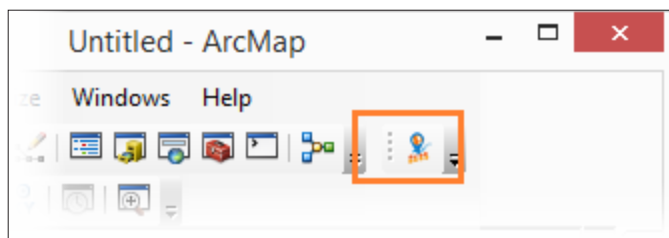
Exploration Archives Tools for ArcMap® is a plug-in for loading geometry into Exploration Archives. Exploration Archives Tools for ArcMap® communicates with Esri® ArcMap™ to load new seismic geometry or replace existing geometry.

The following is required for using Exploration Archives Tools for ArcMap®:

- » Esri® ArcMap® 10.4 – 10.6
- » Esri ArcGIS Pro 2.4 – 2.6
- » Shape file (.shp) or csv file accessible for loading into ArcMap
- » Installation of Exploration Archives Tools for ArcMap
- » Access to Exploration Archives

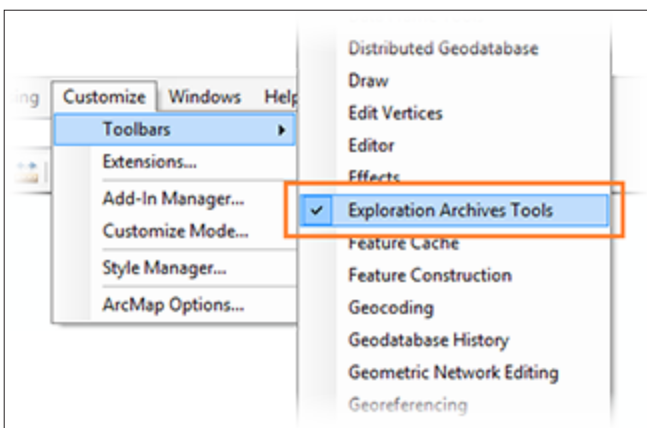
To open Tools for ArcMap®:

1. Open Esri ArcMap.
2. Load the points into ArcMap using a file type that ArcMap supports. If you want to load selected features, select the features using the ArcMap selection tool.
3. Click the Exploration Archives icon in the toolbar to open Tools.



4. The Exploration Archives Tools for ArcMap® opens in a new window.

To activate the Exploration Archives icon in ArcMap, click **Customize** in the ArcMap menu bar. Point to **Toolbars** and select **Exploration Archives Tools**.



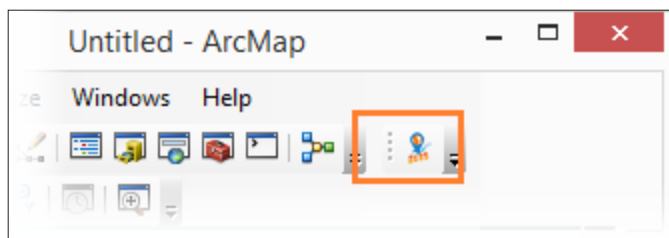
Exploration Archives Tools for ArcMap® is a plug-in for loading geometry into Exploration Archives. Exploration Archives Tools for ArcMap® communicates with Esri® ArcMap™ to load new seismic geometry or replace existing geometry.

The following is required for using Exploration Archives Tools for ArcMap®:

- » Esri® ArcMap® 10.4 – 10.6
- » Esri ArcGIS Pro 2.4 – 2.6
- » Shape file (.shp) or csv file accessible for loading into ArcMap
- » Installation of Exploration Archives Tools for ArcMap
- » Access to Exploration Archives

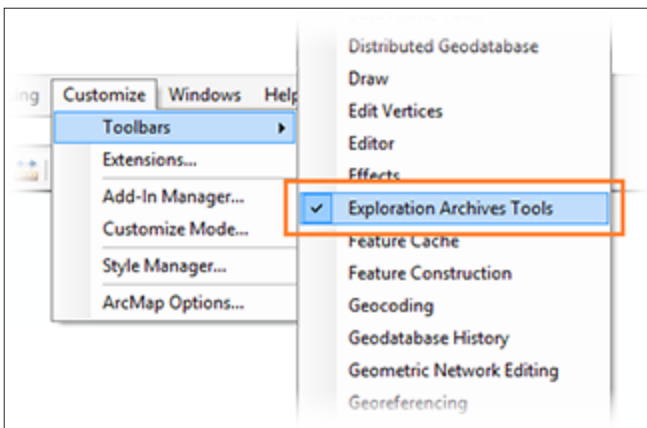
To open Tools for ArcMap®:

1. Open Esri ArcMap.
2. Load the points into ArcMap using a file type that ArcMap supports. If you want to load selected features, select the features using the ArcMap selection tool.
3. Click the Exploration Archives icon in the toolbar to open Tools.



4. The Exploration Archives Tools for ArcMap® opens in a new window.

To activate the Exploration Archives icon in ArcMap, click **Customize** in the ArcMap menu bar. Point to **Toolbars** and select **Exploration Archives Tools**.



3.1 Set the loading options

After opening Tools for ArcMap®, enter the appropriate detail for the **Loading Options** and **Feature Attribute Mapping** sections.

Select the **Loading Options**:

- » **Geometry Set:** Select **Primary** if you are loading a main geometry set. Select **Additional** if you are loading an additional set.
- » **Feature Class:** Select the feature class from the drop-down options.
- » **Features:** Select **Selected** if you are loading selected features from the layer. Select **All** if you are loading the entire layer.
- » **Feature Type:** Auto-generates based on the input file.
- » **Input Navigation Datum:** Exploration Archives detects and populates the coordinate reference system (CRS) through ArcMap.
If the EPSG code in the brackets is not greater than zero [0], contact your system administrator.
The error may be a result of the following:
 - » For shape files, the PROJCS name in the .prj file must match exactly to the name in ArcMap
 - » Custom projections must be defined by your administrator
- » **Output Coordinate Transformation:** Optional, select if required.
- » **Mapping Coordinates:** This field is optional and may not be available in your instance of Tools. The default entry populates the geographic coordinate system (GCS) that is set in Exploration Archives. Typically, the GCS default is WGS 84.
- » **Mapping Transformation:** This field is optional and may not be available in your instance of Tools.
Select the appropriate mapping transformation from the drop-down. Contact your geomatics administrator if the transformation is not available.

Specifying the Feature Attribute Mapping

The mapping options that you set will assign attributes from the file to the Exploration Archives column names.

Set the corresponding attributes for each feature relevant to your file.

After setting the import options and mapping the attribute features, click **Next** and refer to "Setting metadata for loading navigation" on page 52 for instructions.



Note:

The **Break Field** sets the segregation, or grouping of points into a line or polygon.

After opening Tools for ArcMap®, enter the appropriate detail for the **Loading Options** and **Feature Attribute Mapping** sections.

Select the **Loading Options**:

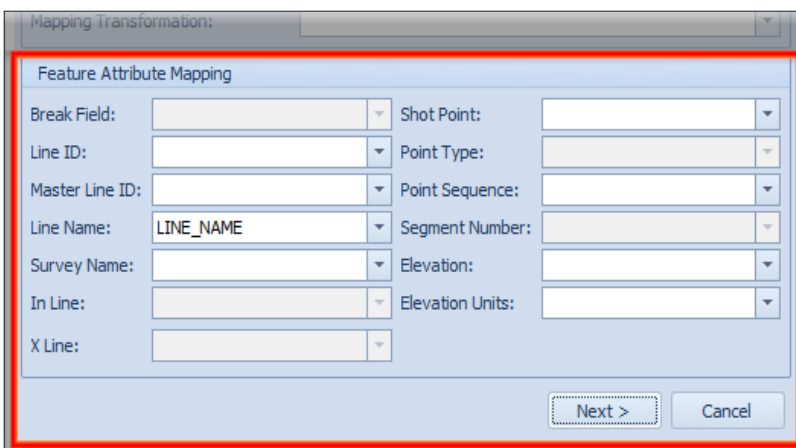
- » **Geometry Set:** Select **Primary** if you are loading a main geometry set. Select **Additional** if you are loading an additional set.
- » **Feature Class:** Select the feature class from the drop-down options.
- » **Features:** Select **Selected** if you are loading selected features from the layer. Select **All** if you are loading the entire layer.
- » **Feature Type:** Auto-generates based on the input file.
- » **Input Navigation Datum:** Exploration Archives detects and populates the coordinate reference system (CRS) through ArcMap.
If the EPSG code in the brackets is not greater than zero [0], contact your system administrator.
The error may be a result of the following:
 - » For shape files, the PROJCS name in the .prj file must match exactly to the name in ArcMap
 - » Custom projections must be defined by your administrator
- » **Output Coordinate Transformation:** Optional, select if required.
- » **Mapping Coordinates:** This field is optional and may not be available in your instance of Tools.
The default entry populates the geographic coordinate system (GCS) that is set in Exploration Archives. Typically, the GCS default is WGS 84.
- » **Mapping Transformation:** This field is optional and may not be available in your instance of Tools.
Select the appropriate mapping transformation from the drop-down. Contact your geomatics administrator if the transformation is not available.

Specifying the Feature Attribute Mapping

The mapping options that you set will assign attributes from the file to the Exploration Archives column names.

Set the corresponding attributes for each feature relevant to your file.

After setting the import options and mapping the attribute features, click **Next** and refer to "Setting metadata for loading navigation" on page 52 for instructions.



The screenshot shows a dialog box titled "Mapping Transformation:" with a sub-tab "Feature Attribute Mapping". The dialog contains two columns of fields, each with a label and a drop-down menu. The fields are: Break Field, Line ID, Master Line ID, Line Name (set to "LINE_NAME"), Survey Name, In Line, X Line, Shot Point, Point Type, Point Sequence, Segment Number, Elevation, and Elevation Units. At the bottom right, there are two buttons: "Next >" and "Cancel". The entire dialog box is outlined with a red border.



Note: The **Break Field** sets the segregation, or grouping of points into a line or polygon.

3.2 Setting metadata for loading navigation

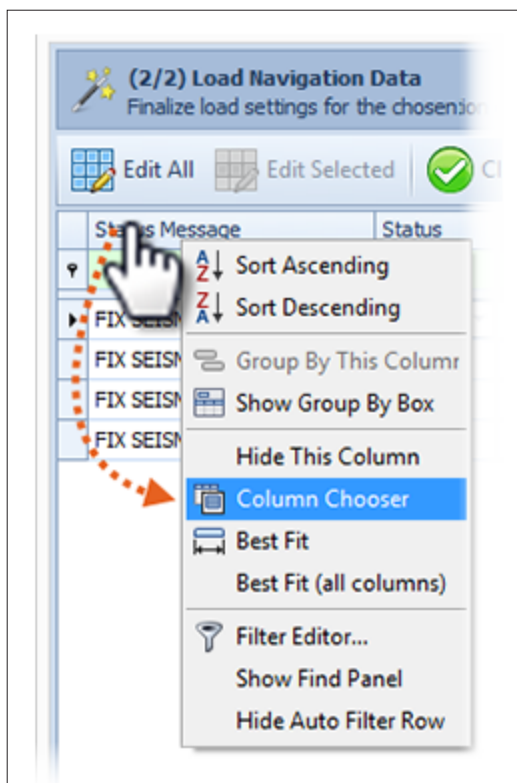
The second step for loading navigation with Exploration Archives Tools for ArcMap® is to further define the metadata. Metadata is the underlying definition of your data and makes it easier to find and work with in Exploration Archives.

The grid that populates at this step has columns with data categories specific for your company. Use the fields in the grid to perform individual edits for the categories. For bulk edits, use **Edit All** or **Edit Selected**.

A red x indicates required fields and data errors. Add the required information and correct any errors.

To customize the grid...

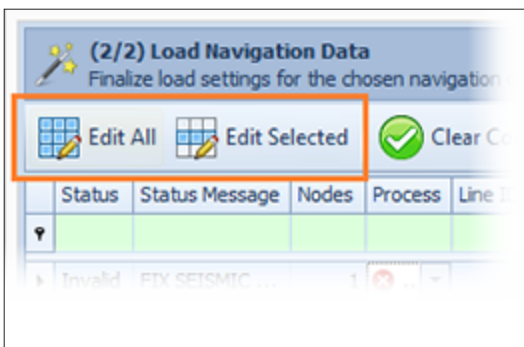
- » Drag and drop column headers to your preferred locations.
- » Right-click on the header row to select the **Column Chooser**.



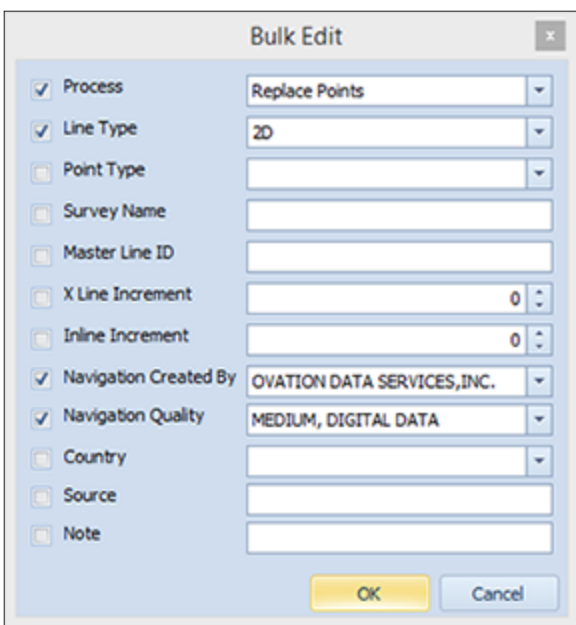
- » Right-click on the header row to view additional grid layout options.
- » Click and drag the lower right corner to resize the window.

To perform bulk edits...

If you have multiple records that require the same edits, select each row and click **Edit Selected**. To edit all records in the grid click **Edit All**.



The **Bulk Edit** window opens.



Check the data categories you want to edit and select or enter the new detail.

The fields and processes for setting the metadata for primary geometry and additional geometry sets are specific for each set.

For primary geometry, refer to "Defining primary geometry" below.

For additional geometry refer to "Defining additional geometry" on page 57.

3.3 Defining primary geometry

To load data for a primary geometry to Exploration Archives, the metadata definitions must be set correctly. Use the grid in the **Load Navigation Data** window to specify

details. To specify the same metadata for multiple records, use **Bulk Edit**. Click **Edit All** or **Edit Selected** to open the **Bulk Edit** window and enter the information in the appropriate fields.

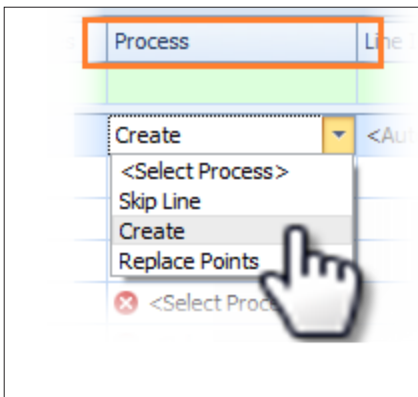
Some of the categories include:

- » **Status**: Displays the status of your data load.
- » **Status Message**: Provides additional status information.
- » **Process**: Select the process to use when loading the navigation (Skip, Create or Replace Points).
- » **Seismic ID**: Enter the ID in the **Seismic ID** column and click out of the field. If a red x displays, the ID does not exist.
- » **InLine** and **X Line**: For 3D data imports, these columns are available if the attribute mapping was set in the previous step. Enter the increment values for **In Line** and **X Line**. These load to Exploration Archives to calculate inline and crossline minimums, maximums and counts.
- » **Source**: If you leave the **Source** field blank, Exploration Archives displays the source as 'ArcMap.AddIn'.
- » **Note**: Details entered in the **Note** field display in the **Seismic** module of Exploration Archives (**Note** tab in **Related Records**).

Selecting a Process for primary geometry

Tools for ArcMap provides processing types for creating new seismic, replacing points, and skipping seismic when loading data.

Select the appropriate process for each item:



- » **Skip Line**: Omits the seismic during the data load.
- » **Create**: Creates new seismic data information. Exploration Archives generates a new seismic ID during the upload.
- » **Replace Points**: Replaces points if the seismic exists in Exploration Archives. Use **Replace Points** only if the new navigation is a higher quality than the existing navigation, or if the existing seismic does not have navigation.

Replacing primary geometry

Using the **Replace Points** process updates the points for seismic that already exists in Exploration Archives. Use this process if the new navigation is a higher quality than the existing navigation, or if the existing seismic does not have navigation.

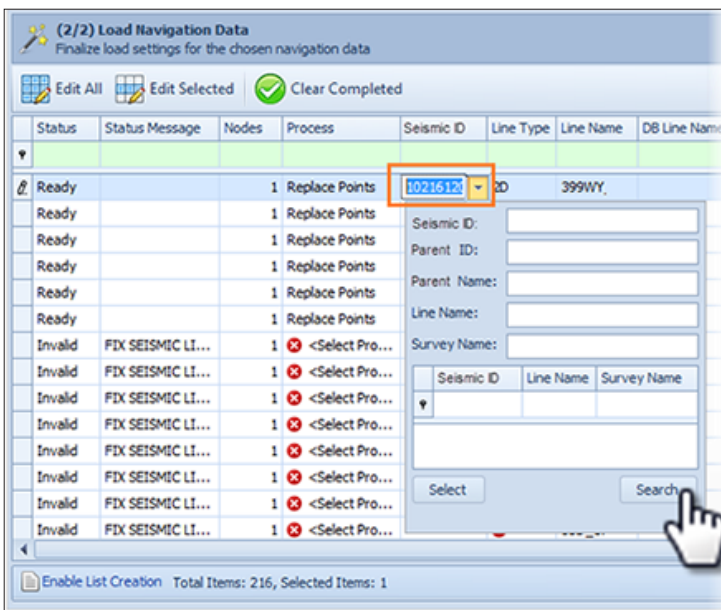
With the **Replace Points** process, Tools for ArcMap uses **Seismic Name**, or **Seismic Name** and **Survey Name** to match the existing seismic in Exploration Archives. If this information is not in the original input file, use the search function.

Refer to the Feature Attribute Mapping information in "Set the loading options" on page 48 to verify the mapping.

In the Tools for ArcMap grid, the **Seismic ID** and **Seismic Type** populate automatically when you select **Replace Points** as the process. These fields auto-populate only if the seismic already exists in the database, and if only one match is detected. If the seismic exists in Exploration Archives and the ID does not populate, use the search function to find the seismic.

To search for the seismic ID:

1. Click the down arrow in the **Seismic ID** cell to open the **Search** panel.
2. Enter the search criteria and click **Search**.
3. In the results panel, double-click the item that requires the points to be replaced.



Using the **Replace Points** process updates the points for seismic that already exists in Exploration Archives. Use this process if the new navigation is a higher quality than the existing navigation, or if the existing seismic does not have navigation.

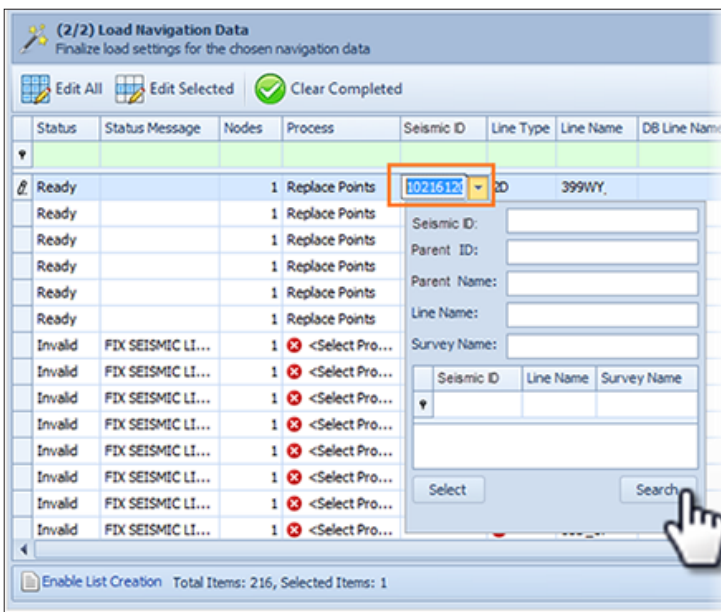
With the **Replace Points** process, Tools for ArcMap uses **Seismic Name**, or **Seismic Name** and **Survey Name** to match the existing seismic in Exploration Archives. If this information is not in the original input file, use the search function.

Refer to the Feature Attribute Mapping information in "Set the loading options" on page 48 to verify the mapping.

In the Tools for ArcMap grid, the **Seismic ID** and **Seismic Type** populate automatically when you select **Replace Points** as the process. These fields auto-populate only if the seismic already exists in the database, and if only one match is detected. If the seismic exists in Exploration Archives and the ID does not populate, use the search function to find the seismic.

To search for the seismic ID:

1. Click the down arrow in the **Seismic ID** cell to open the **Search** panel.
2. Enter the search criteria and click **Search**.
3. In the results panel, double-click the item that requires the points to be replaced.



3.4 Defining additional geometry



Note: The main seismic attributes do not update when loading additional geometry.

To load data as additional geometry to Exploration Archives, the metadata definitions must be set correctly. Use the grid in the **Load Navigation Data** window to specify details. To specify the same metadata for multiple records, use **Bulk Edit**. Click **Edit All** or **Edit Selected** to open the **Bulk Edit** window and enter the information in the appropriate fields.

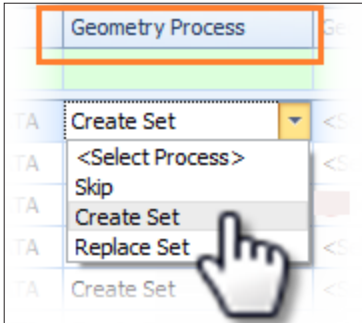
Some of the categories include:

- » **Status:** Displays the status of your data load.
- » **Status Message:** Provides additional status information.
- » **Geometry Process:** Select the process to use for loading additional geometry (Skip, Create Set or Replace Set).
- » **Seismic ID:** Enter the ID in the **Seismic ID** column and click out of the field. If a red x displays, the ID does not exist.
- » **Geometry Set:** Auto-populates if you are creating a new additional geometry set (**Geometry Process** is set to **Create Set**).
- » **Geometry Set Type:** Select the type of geometry.
- » **InLine** and **X Line:** If you mapped the **InLine** and **X Line** values in the previous window, the new additional geometry set will include the inline and crossline with the update. However, since you are creating or replacing *additional* geometry, the *main* seismic attributes inline and crossline minimums, maximums, counts and increments do not update.
- » **Note:** Details entered in the **Note** field display in the **Seismic** module of Exploration Archives (**Note** tab in **Related Records**).

Selecting a Process for additional geometry

Tools for ArcMap provides processing types for creating additional geometry, replacing geometry sets, and skipping seismic when loading data.

Select the appropriate process for each item:



- » **Skip:** Omits the seismic during the data load.
- » **Create Set:** Creates a new additional geometry set for the seismic specified.
- » **Replace Set:** Replaces an additional geometry set.

Replacing additional geometry

Select Version:



Note:

The main seismic attributes do not update when replacing additional geometry.

Using the **Replace Set** process replaces the additional geometry set in Exploration Archives.

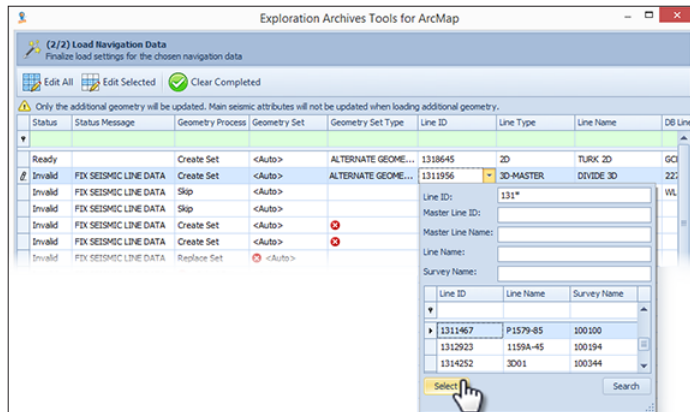
With the **Replace Set** process, Tools for ArcMap uses **Seismic Name**, or **Seismic Name** and **Survey Name** to match the existing seismic in Exploration Archives. If this information is not in the original input file, use the search function. Refer to the Feature Attribute Mapping information in "Set the loading options" on page 48 to verify the mapping.

In the Tools for ArcMap grid, the **Seismic ID** and **Seismic Type** populate automatically when you select **Replace Points** as the process. These fields auto-populate only if the seismic already exists in the database, and if only one match is detected. If the seismic exists in Exploration Archives and the ID does not populate, use the search function to find the seismic.

To search for the seismic ID:

Exploration Archives 4.5 - Adding seismic

1. Click the down arrow in the **Seismic ID** cell to open the **Search** panel.
2. Enter the search criteria and click **Search**.
3. In the results panel, double-click the item that requires the points to be replaced.



Note:

The main seismic attributes do not update when replacing additional geometry.

Using the **Replace Set** process replaces the additional geometry set in Exploration Archives.

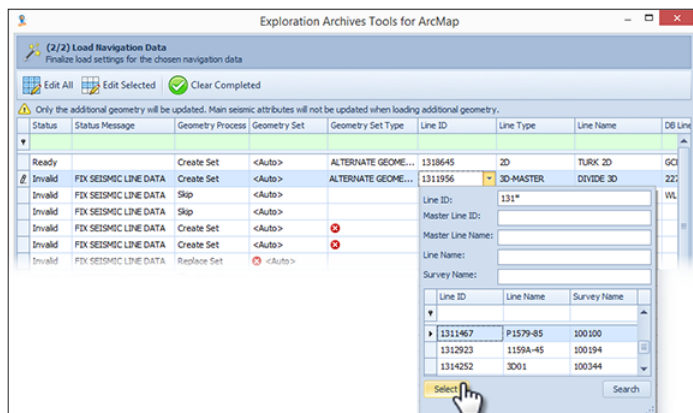
With the **Replace Set** process, Tools for ArcMap uses **Seismic Name**, or **Seismic Name** and **Survey Name** to match the existing seismic in Exploration Archives. If this information is not in the original input file, use the search function. Refer to the Feature Attribute Mapping information in "Set the loading options" on page 48 to verify the mapping.

In the Tools for ArcMap grid, the **Seismic ID** and **Seismic Type** populate automatically when you select **Replace Points** as the process. These fields auto-populate only if the seismic already exists in the database, and if only one match is detected. If the seismic exists in Exploration Archives and the ID does not populate, use the search function to find the seismic.

To search for the seismic ID:

1. Click the down arrow in the **Seismic ID** cell to open the **Search** panel.
2. Enter the search criteria and click **Search**.

3. In the results panel, double-click the item that requires the points to be replaced.



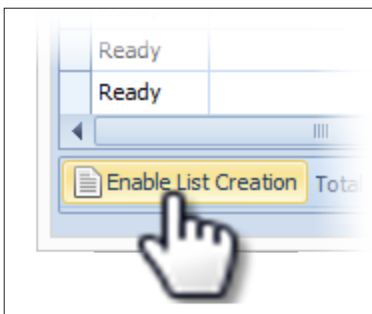
3.5 Loading navigation data

Items that meet the required criteria for loading navigation data to Exploration Archives have a **Status** of **Ready** in the loading grid. Exploration ArchivesTools for ArcMap will omit items that are not ready.



Note: A red x indicates the missing or incorrect information that must be fixed to be included in the load. Locate the errors and make the corrections accordingly.

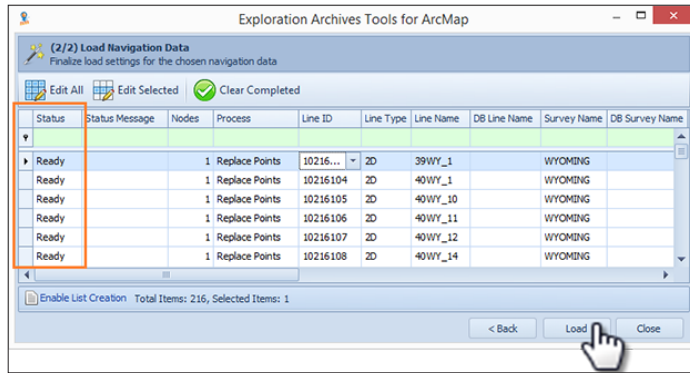
If you want Exploration Archives to create a list of the new items for you to access, be sure to turn on **Enable List Creation** before clicking **Load**. For more information, refer to "Enabling List creation" on the next page.



When you are satisfied with the status of the items, complete loading the navigation data:

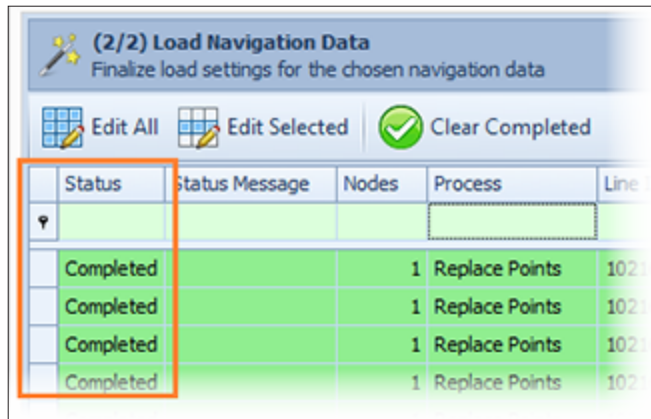
Exploration Archives 4.5 - Adding seismic

1. Click **Load**. A confirmation message opens.



2. Click **Yes**. Items will begin to load into Exploration Archives. Depending on the size of the import, the process may take a few minutes.
3. A message opens indicating when the import is complete. Click **OK**.

Items that loaded successfully display a **Completed** status and are highlighted in green. Exploration Archives will automatically draw the shape on the map.



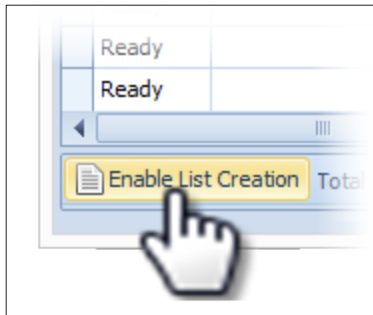
4. If you are finished working with the items in the grid, click **Close**.
To display only the items that were not imported, click **Clear Completed**.

Enabling List creation

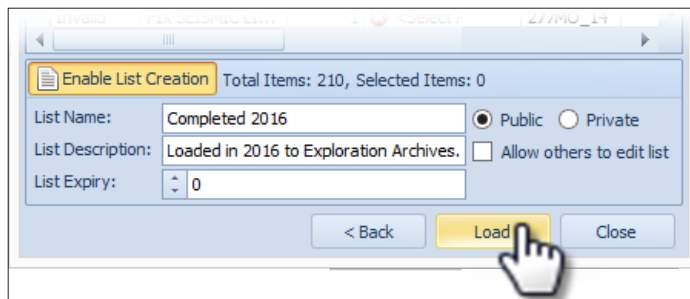
Exploration Archives will create a list of the new items for you to easily access the items. If **Enable List Creation** is activated, clicking **Load** loads the data and adds the **Completed** items to a List.

To enable list creation before loading the data:

1. Click **Enable List Creation**. The List options expand.



2. Enter a list name and description.

A screenshot of a dialog box titled 'Enable List Creation' with a document icon. It shows 'Total Items: 210, Selected Items: 0'. The form contains: 'List Name:' with the text 'Completed 2016'; 'List Description:' with the text 'Loaded in 2016 to Exploration Archives.'; and 'List Expiry:' with a spinner set to '0'. On the right, there are radio buttons for 'Public' (selected) and 'Private', and a checkbox for 'Allow others to edit list' which is unchecked. At the bottom are three buttons: '< Back', 'Load' (highlighted in yellow), and 'Close'. A hand cursor is pointing at the 'Load' button.

3. Select the list to be public or private, and whether others can edit or not.
4. Enter the number of days before a List Expires.
5. When you are satisfied with the status of the items and your list detail, click **Load** to complete loading the navigation data.