IHS Markit™

Energy Documents™

Quick Start Guide

March 2019

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Overview

Energy Documents v2.0

Welcome to **IHS Markit Energy Documents v2.0**, now available in the **IHS Markit Energy Portal**.

Energy Documents gives quick access to current and historical well documents sourced directly from government regulatory agencies and updated daily. Filter by document content using enhanced optical character recognition (OCR) searches. At any stage of a project, access well files and pressure test information to help discover opportunities and validate information.

This **Quick Start Guide** highlights some of the functionality of **IHS Markit Energy Documents v2.0**.

Visit the **IHS Markit Energy Portal** at https://my.ihs.com/Energy.

Questions

Need help? Contact the **IHS Markit Customer Care** team for support.

For questions about **IHS Markit Energy Documents**:

- Contact Us: https://ihsmarkit.com/about/contact-us.html
- Email: support.cdn@ihsmarkit.com

For questions about **IHS Markit Energy Portal** or any other **IHS Markit** product:

- Contact Us: https://ihsmarkit.com/about/contact-us.html
- Email: CustomerCare@ihs.com

For further help please contact:

- Americas:
  - +1 (800) 447-2273
  - Sunday 8:00pm to Friday 8:00pm (ET)
  - Outside the US/Canada: +1 (303) 858-6187
- Europe, Middle East, and Africa:
  - +44 1344 328 300
  - Monday 12:00am to Saturday 12:00am (UTC)
- Asia Pacific:
  - +604 291 3600
  - Monday 12:00am to Saturday 12:00am (UTC)

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Where to Find Energy Documents

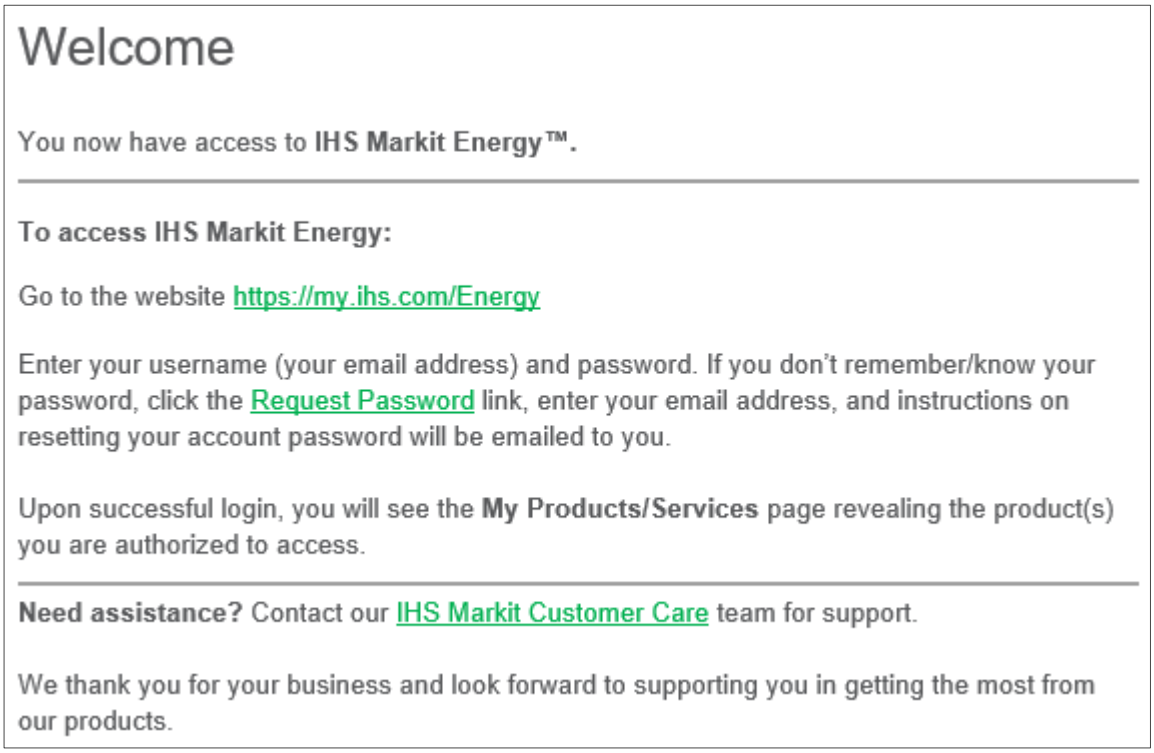
To log in to **Energy Documents** visit the **IHS Markit Energy Portal** at https://my.ihs.com/Energy.

If you do not have credentials for the **Energy Portal**, or would like to request credentials for a coworker, contact the **IHS Markit Customer Care** team:

- Email: Support.cdn@ihsmarkit.com

Welcome Letter

Each user with credentials for **Energy Documents** will receive a **Welcome Letter** from the IHS Markit Energy Portal. This email clarifies how to access **Energy Documents v2.0**.



Welcome

You now have access to **IHS Markit Energy™.**

To access IHS Markit Energy:

Go to the website https://my.ihs.com/Energy

Enter your username (your email address) and password. If you don't remember/know your password, click the Request Password link, enter your email address, and instructions on resetting your account password will be emailed to you.

Upon successful login, you will see the **My Products/Services** page revealing the product(s) you are authorized to access.

Need assistance? Contact our IHS Markit Customer Care team for support.

We thank you for your business and look forward to supporting you in getting the most from our products.

Sample Welcome Letter

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How to Login

To log in to **Energy Documents**, visit the **IHS Markit Energy Portal** at https://my.ihs.com/Energy.

1. Move the cursor over the **Log In** icon and enter your username and password.
2. Click the **Log In** button.
3. Once logged in, move your cursor over the **Energy Documents** box and click the **Launch** button.

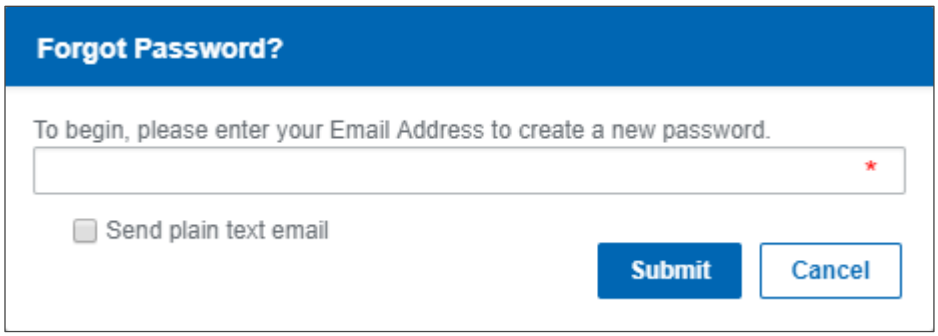
4. The **Launch** button redirects you to https://energydocs.ihsenergy.com/.

NOTE	If the Energy Documents box is white rather than blue, you do not have a current subscription. Contact CustomerCare@ihs.com to request access.

Forgot Your Password?

To receive a password reset email, visit the **IHS Markit Energy Portal** at https://my.ihs.com/Energy.

- Move the cursor over the **Log In** icon and click on the **Forgot Password** link.
- In the **Forgot Password** box, type your email address and click **Submit**.



NOTE	To change your password, move the cursor over the User Information icon and click **Change Password**.

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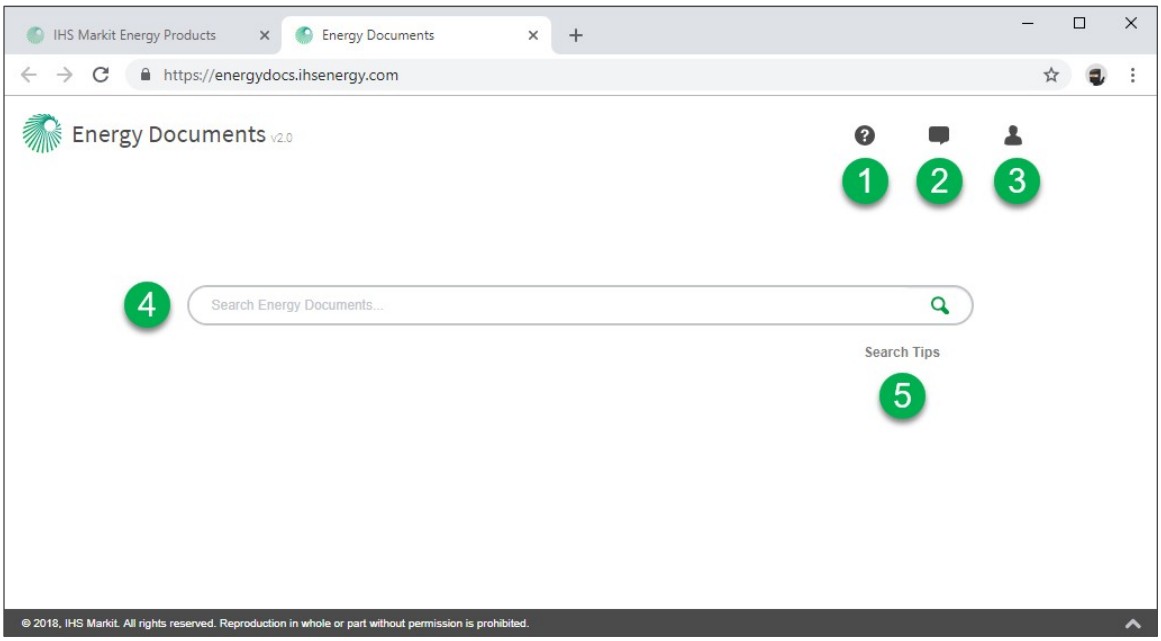
Energy Documents Home Page

The **Energy Documents v2.0** home page has five major features.



1	**Help**. Submit a data request, read the About document, or view contact information for IHS Markit Customer Care.
2	**Feedback**: Let us know what you think.
3	**User Information**: Close **Energy Documents**, review your current subscription, or request increased access.
4	**Search Energy Documents**: Type or paste a license number, UWI, or area for quick access to matching documents.
5	**Search Tips**: Get hints on various recommended search formats or create an advanced search.

TIP	Click the Energy Documents logo at the top-left of any screen to return to the home page.

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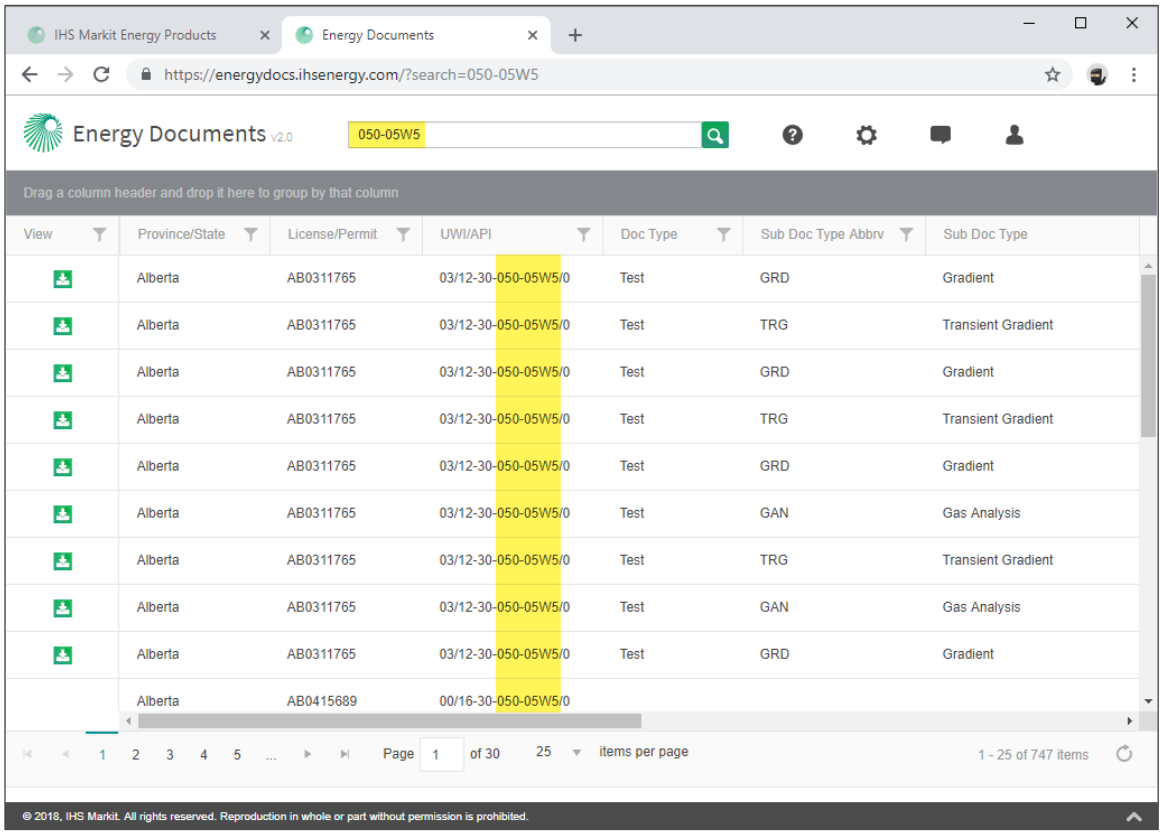
How to Search

Use the **Search Energy Documents** box to perform a quick search of available document titles or content.

1. Navigate to the **Energy Documents** home page.
2. Type or paste all or part of a license number, UWI, area range, or specific text into the **Search Energy Documents** box. Example:

3. Type **Enter** or click the magnifying glass icon in the search box.
4. The results display on a grid.



Result Grid for Search on *050-05W5*

Search Tips

- Search for more than one result. Comma-separate numbers for multiple results.
- Partial search ensures correct and wider results from partial numbers.
  - > Search on **License** numbers with or without leading zeros.
  - > Search on incomplete **UWI** numbers.
- Formatting is optional for **UWI** numbers.

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  - Example: *100/06-24-010-19W4/00* and *100062401019W400* return the same results.
- Create an **Area** box by separating the NW and SE corners with a semicolon.
  - Example: *025-05W3;020-01W3*
- Use **All** to search the contents of documents for specific phrases.
  - Example: All:"15% HCL Acid" AND "86-09W5"
- Searches have a limit of 1,000 results. Expect to refine searches that return too many results.

Launching Documents

To launch a PDF document in a new tab on your browser, click on the adjacent icon.

- Right click on the launched document to download it.
- Type `Ctrl` + `F` to use your browser's search function to search for specific OCR content.

Energy Documents come in numerous formats including PDF, zipped PAS, Excel, and Word.

NOTE	Documents larger than 35 MB cannot be launched. Instead, Energy Documents prompts to begin a download.
TIP	Searches that return numerous results can be sorted and filtered to make finding your documents easier.

Sorting and Filtering Results

Review or refine the results of your search using the improved grid functionality.

- Click column headers to alternate between A-Z and Z-A sorting.
- Click the filter symbol in columns to further refine results.
- Drag and drop column headers into the **Grouping Bar** to group results based on that column.
- Drag and drop columns to reorder.
- Click on **Items Per Page** to change the number of results visible in the grid.

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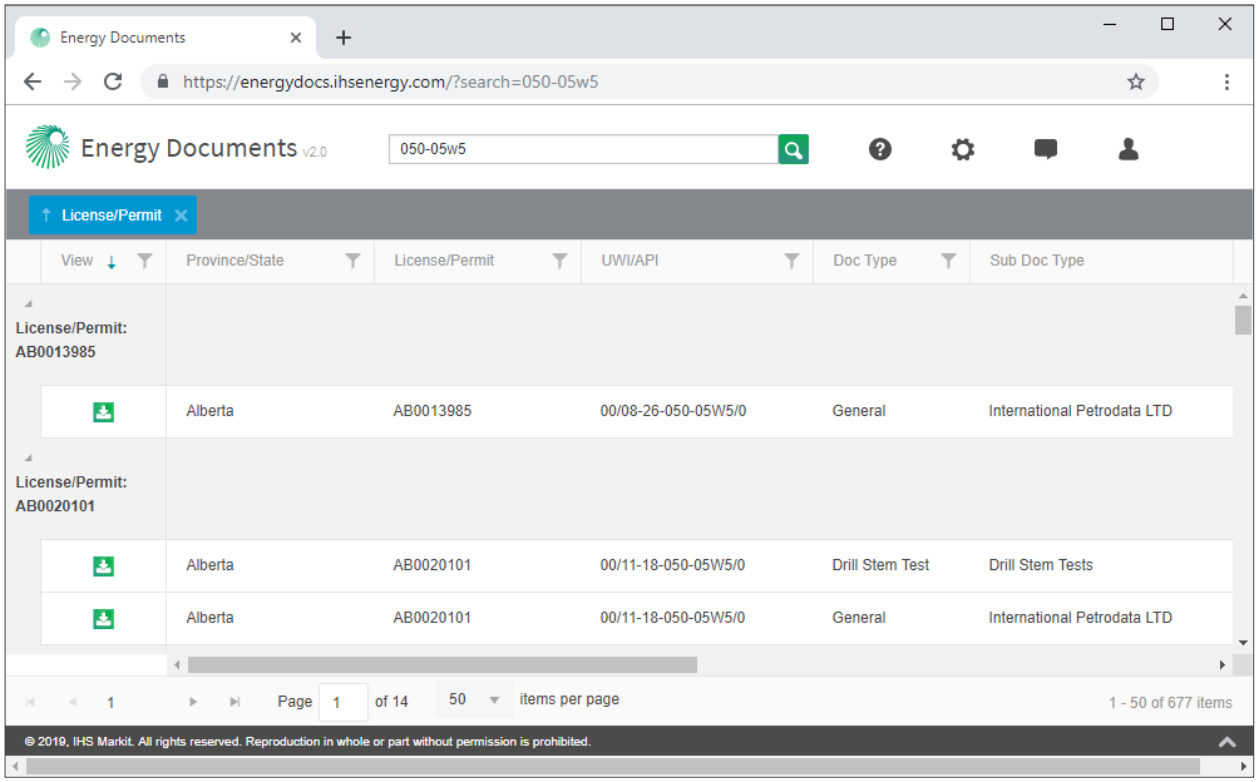


Documents Matching Partial UWI Area *050-05W5,* Grouped by *License Permit* and Filtered by *Gas Analysis*

Grid Settings

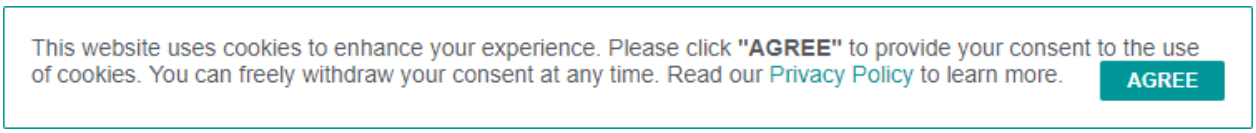
- Choose the **Settings** icon to change column visibility or reset the grid.

Cookies

IHS Markit Energy Documents uses two cookies:

- **Data Entitlements**: enables data entitlements. This cookie is mandatory.
- **Grid Preferences**: saves grid state preferences. This cookie is optional.

When you first visit the grid, you will encounter a dialog asking consent for the use of an optional cookie. Click Agree to be able to save your preferences (columns displayed, column ordering, sorting, grouping, etc.) for future **Energy Documents** sessions.



Enhanced Experience Consent Dialog

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How to Log Out

To log out of **Energy Documents**, move the cursor over the **User Information** icon and click **Close Energy Documents.** This closes the browser tab and returns you to the **IHS Markit Energy Portal**.

To log out of the **IHS Markit Energy Portal**, move the cursor over the **User Information** icon and click **Logout**.

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Example Queries

Copy, paste, and edit the following example queries to experience the various types of searches.

- Individual
  - 100/06-24-010-19W4/00
  - 100062401019W400
  - 100062401019W4
- Partial Match Area
  - 08-025-05W3
  - 082025W3
- Area Corners
  - 025-05W3;020-01W3
- Document Content Search
  - All:"Lost Circulation"and"Second White Specks"
  - All:"Jet boat for crew transportation"
  - All:"Haltech Testing"
- List
  - 00/C-100-H/094-P-06/0,31/06-36-044-28W3/0,02/06-34-015-26W4/0

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