End User Guide

For

Drilling Data Management System (DDMS)



DIRECTORATE GENERAL OF HYDROCABONS

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How to access Drilling Data Management System

- 1. Open up <u>www.dghindia.gov.in</u>
- 2. Go to Online Web Applications > Drilling Data Management System(DDMS)

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- 3. Follow the instruction given on that page for DGH Root Certificate installation.
- 4. Access the application on the link given on that page.
- 5. Alternatively you can access the page directly by typing the following address on your browser (Google Chrome/Mozilla Firefox).

(https://182.19.5.116/OnlineDrilling)

1. Registration of New User



	DGH DRILLING DATA MANAGEMENT SYSTEM	
	Name Jhone Name is required	
and the second s	Designation Manager The Designation field is required. Final	anier.
and and	Jhone@dghindia.gov.in An official Email address is required Mobile/Landline	
	8976543456 Der Mobiler Landlise End is required. Address	
	Noida The Athletes field is registred.	
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Fill user details, then click on "Submit" button.



After clicking on submit you will get an message regarding username. But Password will be generated after approval by DGH. Once your application is approved at DGH, your password will be sent to your registered email id.

2. Login Process

The action of providing the proper credentials for a website is called logging in, or signing in.

As a user, you are required to enter your **User Name**, **Password** and **Captcha** and then click on the Login button to login into the system. You will find your User Name and Password in your email inbox once you have been provided by DGH.

After logging in, it is recommended that you change your password by going to your Profile and clicking on Change Password.



3. Forgot Password

The user can use "**Forgot Password?**" link to reset password when user forget the password.

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and the second s		Username	-
and the second second		Password	COLOR OF
		Refeab The answer is	
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The user has to provide User Name and Email, and using captcha, New Password will be sent to email.

DGH DRILLING DATA MANAGEMENT SYSTEM Username Email Add the numbers 50 + 5 = 2	
Rest Password	

4. My Profile

The user can view their user information and reset their password by going to "**Profile**" after login.



GUIDELINES 📴 ENTRY	USER INFORMATION	Operator : Oil & Natural Gas Corp. Ltd.	
No. of Rig Entry Umulative Progress Report Well Data Entry Plan Performance Entry Monthly Performance Entry DPR Entry	*Note Pleas Click	Operator : 018 Attural Gas Corp. Ltd. Usemaine : 0NGCJ001 Name : Savita Designation : Programmer Email : chhayaran@dghindia.gov.in Phone : 8000224263	rer : Ol & Natural Gas Corp. Ltd. peSelect Type- • Select Month- • Select Year- • Upload Excel

UIDELINES 🛛 P ENTRY		USER INFORMATION	Current Password				
No. of Rig Entry		CHANGE PASSWORD	New Password	itor : O	il & Natural Gas Corp	o. Ltd.	
mulative Progress Report							
Well Data Entry			Retype New Password	rpe	Select Type	•	
Plan Performance Entry					Select Month	•	
DPR Entry			Change Password		-Select Year-	•	
ore chuy					Upload Excel		
	Pleas						
	Click						
	-						

5. Drilling Data Entry

The Drilling Data Entry may be accessed by going to Entry

For uploading drilling data, user has to download excel template.

For downloading excel template, user must select Block type, month and year then click on "Upload Excel" button. After clicking on "Upload Excel" button, a dialog box will appear. User can download excel template by clicking on "Download Template".

			Operator : 0	Dil & Natural Gas Corp. Ltd.
Well Data Entry Plan Performance Entry Ionthly Performance Entry		List Of Uploaded Excel File of No. of Rigs No file uploaded	Block_Type Month Year	NOMINATION • March • 2011 •
DPR Entry		Download Template & Upload Excel File Click here for Downloading Template for No of Bigs Excel File of	*	Upload Excel
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UIDELINES PENTRY		
Involative Progress Report Well Data Entry Plan Performance Entry porthly Performance Entry DPR Entry PPR Entry	List Of Uploaded Excel File of No. of Rigs No file uploaded	Block_Type NOMINATION • Month March • Year 2011 • Upload Excel

After downloading excel template and entering data in downloaded excel template, browse that excel using "Choose File" button and upload that excel by clicking on "Upload" button. (DGH) DRILLING DATA MANAGEMENT SYSTEM Welcome Savita Logout Profile No. of Rig Entry Operator : Oil & Natural Gas Corp. Ltd. 1 ative Progress Report List Of Uploaded Excel File of No. of Rigs Block_Type NOMINATION No file uploaded March Month ٠ . Year Download Template & Upload Excel File × Upload Excel Click here for Downloading Template for No of Rigs Excel File -> Download Template Please Choose Excel File Choose File No file chosen Upload *Note :-Please Click Here to Read Instructions for enabling macros in excel sheet Verified & Checked by :- Chhaya Rana (Associate(Programming)) . chhayarana@dghindia.gov.in . 9205966463 d And Maintai ed by IT De

After uploading that excel, user can view their uploaded excel in "List of Uploaded Excel File".

No. of Rig Entry umulative Progress Report Well Data Entry Plan Performance Entry Ionthly Performance Entry	List Of Uploaded Excel File of No. of Rigs DRL_NO_OF_RIGS_NOM.xlsx View.Data	Operator : Oil & Natural Gas Corp. Ltd. Block_Type NOMINATION March Vas- 2011 Vas-
DPR Entry	*Note : Enable all macros for uploading of excel lile. Please do not change template file extension.	
	Click Here to Read Instructions for enabling macros in excel sheet	
	Verified & Checked by :- Chhaya Rana (Associate(Programming)) , chhayarana@dghindia.gov.in	, 9205966463

No. of Rig Entry		Operator : C	hi & Natural Gas Cor	p. Ltd.
Well Data Entry	List Of Uploaded Excel File of No. of Rigs	Block_Type	NOMINATION	•
Plan Performance Entry	View Data	Month	March	•
fonthly Performance Entry		Year	2011	•

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After clicking on "View Data" link user can view his submitted data.

xvira 1 :- NOMINATION			
Operating Status	Well Category	Area	Total Rig
Owned	Exploratory	ONLAND	4
Owned	Exploratory	OFFSHORE(SW)	2
Owned	Exploratory	OFFSHORE(DW)	5
Owned	Development	ONLAND	5
Owned	Development	OFFSHORE(SW)	4
Owned	Development	OFFSHORE(DW)	6
Ch Hired	Exploratory	ONLAND	5
Ch Hired	Exploratory	OFFSHORE(SW)	8
Ch Hired	Exploratory	OFFSHORE(DW)	7
Ch Hired	Development	ONLAND	4
Ch Hired	Development	OFFSHORE(SW)	7
Ch Hired	Development	OFFSHORE(DW)	. 7

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