The Stream-Flo Group of Companies	QUICK REFERENCE GUIDE – WT WellTracker Navigation for Customers	Document No.	QRG-007
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Login to Welltracker

Enter **Username** and **Password**, then click **Login**.

Log out of WellTracker

Click the user menu on the lower-left on the screen and select **Log Out**. Users remain logged in until they manually log out.

Searching, Sorting & Filtering in WellTracker

Use the tools in the right-hand pane to quickly locate and organize information.

1. Browse records by scrolling through a list or enter keywords in the **Search** field. Results are filtered as you type.
2. Refine results using the available dropdowns, multi-select fields, and text boxes.
3. For multi-select fields, the dropdown remains open until all selections are made. Click outside the dropdown to close it.
4. To remove a filter, click the **X** beside the selected value.
5. To customize the list view, use the **Display Columns** dropdown. Selected columns are highlighted in blue. Click a column to add or remove it from the display.
6. To sort a column, click the sort icon (↕) beside the column heading. Click again to toggle between **Ascending** (▲) and
7. **Descending** (▼) order.

Overview

Provides a high-level summary of your wells.

1. After logging in, the **Overview** page opens by default.
2. Hover over a section and use your mouse wheel to scroll. On a tablet, swipe up or down to navigate through the information.

Current Conditions

Generate reports using WellTracker data.

1. Search and filter the required data.
2. To export the data, click **Actions** > **Export**.
3. Choose to export selected lines or all lines, then click **Export**.

Wellheads

The Wellhead serves as the central repository for well information.

1. Use the search, sort, and filter tools to locate the required Wellhead.
2. Click the Wellhead record to open the **Details** page.
3. Use the tabs in the top menu to view additional information.
4. To add a Photo:
   i. Click **Photos**.
   ii. Drag and drop a photo into the **Add Photos** area, or click the area to browse for a file.
   iii. Click on **Add a caption** and type one in, if required.
   iv. Click **Upload photo**.
5. In the **Notes** menu, click ▸ on the Note line to expand it.
6. To add a Note:
   i. Click **Notes** > **+ Add Note**.
   ii. Enter a **Subject** and **Content**.
   iii. Click **Save**.
7. To add a Comment on a Note:
   i. Click on ⋮ on the Note line and click **Add Comment**.
   ii. Enter the **Comment** and click **Save**.
8. To add a Document:
   i. Click **Documents**
   ii. Under *Misc Uploads*, click **Actions** > **Add New Document**.
   iii. Drag and drop a file into the **File** area or click **+ Choose** to browse for a file.
   iv. Enter a **Title**
   v. Click **Create**.

Troubleshooting

Frequently Asked Questions

Q: I forgot my password. How do I reset it?

A: Go to the WellTracker site and click **Forgot your password?**. You will be prompted for the email address that is linked to your WellTracker account. A reset link will be sent to your email to reset your password.

Q: There is incorrect data listed on the Wellhead. How can I edit that?

A: Click on the **Notes** tab and enter any changes that are required or contact your SFI sales rep directly to make the changes.

Questions?

Email welltracker.admin@streamflo.com for any questions or support or contact your SFI sales rep directly.