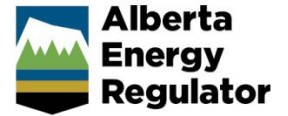


Amending Daily Reports (Tours)

Intended User: Submitters of well drilling, completion, servicing, and abandonment operation reports



Overview

This quick reference guide (QRG) describes how to amend daily reports (tour reports) in OneStop. Amendments apply to well drilling, completion, servicing, and abandonment operation reports as PDF files.

Important

- Tour submissions can only be amended, not deleted.
- Summary drilling and completion data must be submitted before the tour reports unless there is no summary data (e.g., workover).
- Reports must contain at least the minimum data requirements as detailed in Appendix 3 of AER Directive 059.
- Only PDF (format) files may be submitted.
- File names should begin with "TR" followed by the well licence number, including lead zeroes, prefixes and suffixes (e.g., TR B0000321X or TR0990001). Other naming components may be included after the above (e.g., TR0990001 JAN01PRF).

Search for a Well to Amend

1. Log in to OneStop using your designated information submission system username and password.

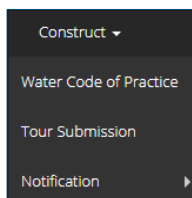
You must have the following permissions to submit tour reports: Submit eTours and Search eTours.

The Search eTours role only allows you to see the Overdue and Pending tour reports dashboard.

2. Click **I Agree** to accept the disclaimer. You must accept it to proceed.

I Agree

3. Click **Construct** in the top navigation bar. Select **Tour Submission**.



4. Search for the well by authorization number (well licence number). Click **Search**.

Well details appear in the Results table.

5. Optional: Click **Reset** to clear the search box and searched data.

Reset

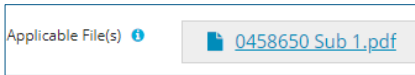
Amend a Tour Report

1. Check the box beside the required well. Click **Submission**.

2. The Amend Tour Submissions window opens. Check the box beside the tour report you wish to amend. Click **View**.

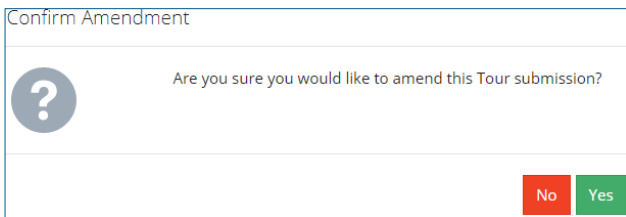
The Tour Submission Details pane opens.

- Review the details ensuring the correct report was selected. You may also click on any of the attached files and view them.



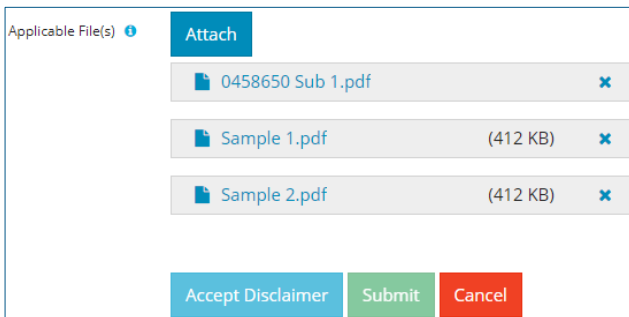
- Click **Amend**.

- The Confirm Amendment window opens. Click **Yes** to confirm your action to amend your submission.

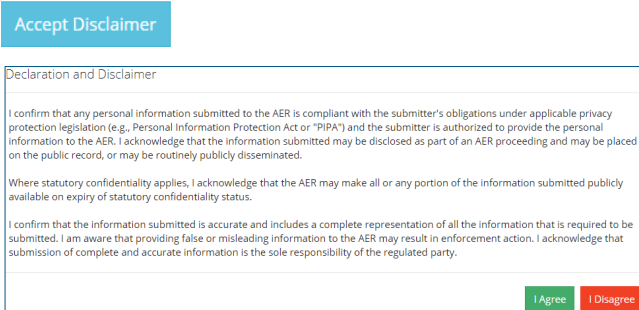


- Click **Attach** to add files to your submission. Locate the required PDF files to attach. There must be at least one attachment, but multiple files may be uploaded, if needed.

- To remove files, click **x**.



- Click **Accept Disclaimer**. The Declaration and Disclaimer message box opens.



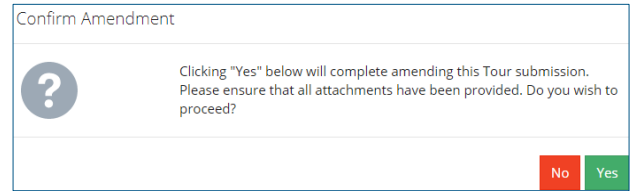
- Click **I Agree** to proceed with your submission.



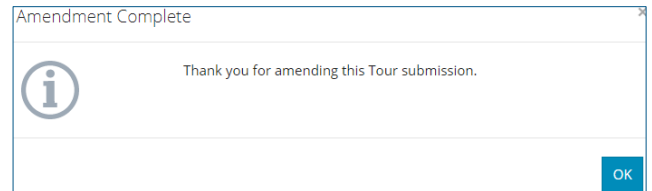
- Click **Submit**.



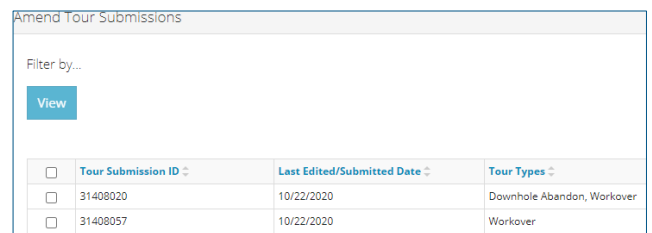
A message appears to confirm your submission. Click **Yes**.



A message appears signaling a complete amendment. Click **OK** to return to the tour submission page.



The amended submission appears in the Amend Tour Submissions pane with a revised edited date.



Resources

Contact: Well Data Services

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