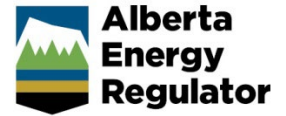


Submitting Daily Reports (Tours) - Delegates

Intended User: Delegates submitting daily reports for all operations



Overview

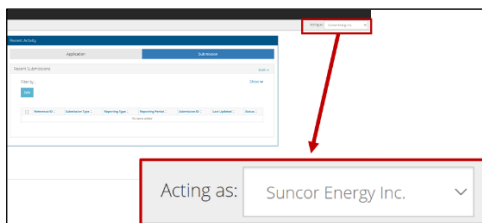
This quick reference guide (QRG) describes how delegates can submit daily reports (tour reports) as PDF files in OneStop. This applies to all operation reports.

Important

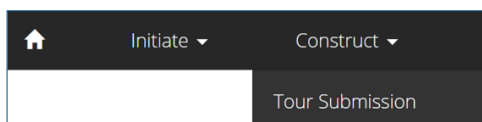
- Summary drilling, completion, and fracturing data must be submitted in the Digital Data System (DDS) at least one hour before submitting the tour reports. During that time OneStop will create the tour alert.
- Reports must contain at least the minimum data requirements, as detailed in Appendix 3 of *Directive 059*.
- Only PDF (format) files may be submitted.
- The company assigning the user as a delegate is responsible for assigning permissions.
- File names should begin with "TR" followed by the well licence number, including leading zeroes, prefixes and suffixes (e.g., TR B0000321X). Other naming components may be included after the above.

Search for a Well

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.
2. Click **I Agree** to accept the disclaimer. You must accept it to proceed. **I Agree**
3. In the top corner of OneStop's main landing page, ensure the licensee is represented.



4. Click **Construct** in the top navigation bar. Click **Tour Submission**.



5. Enter the authorization number (well licence number). Click **Search**.

Well details appear in the Results pane.

<input type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input type="checkbox"/>	2000060	Well Licence	Issued

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

Submit a Tour Report

Workover and Surface Abandonment Reports

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

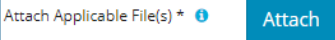
<input type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input checked="" type="checkbox"/>	2000060	Well Licence	Issued

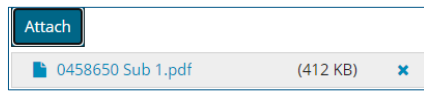
2. The Licence Number window opens. Click **Other Tour Submission**. **Other Tour Submission**
3. The Assessment Tour Report window opens. Enter the **Start Date** and **End Date**.

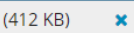
4. Select the **Tour Type** being submitted.

5. Select the **Applicable UWI(s)**, if needed.

<input type="checkbox"/>	Well Identifier	Well Name
<input type="checkbox"/>	04/01-08-081-24W5/0	SUNCOR TEST TANGENT 1-8-81-24
<input type="checkbox"/>	04/01-08-081-24W5/2	SUNCOR TEST TANGENT 1-8-81-24

6. Click **Attach**. 
- a) Locate PDF files to be submitted. The maximum total size for uploading is 1.5 GB. When the upload is complete, the files display on the screen.



- b) Review the file list. To remove a file from submission, click **x**. 
7. Proceed to **Validate and Submit** in this QRG.

Drilling, Completion, Fracturing and Downhole Abandonment Reports

These reports *must* be submitted through an alert.

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

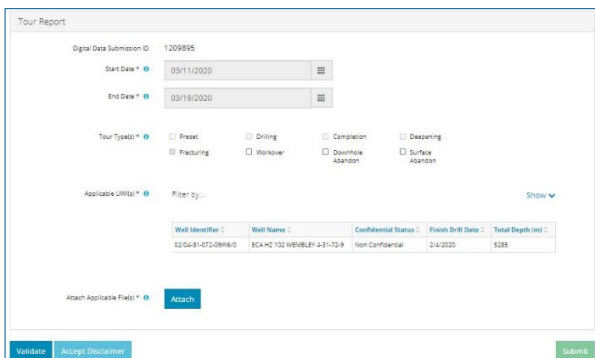
Submission			
<input checked="" type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input checked="" type="checkbox"/>	2000060	Well Licence	Issued

2. The Licence Number window opens. In the Available Tour Alerts pane, select the alert that matches the DDS ID. Click **New Tour Submission**.

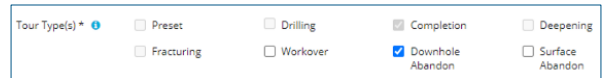
Available Tour Alerts			
Filter by...			
<input checked="" type="checkbox"/>	Digital Data Submission ID	Well Identifier	Operation Start Date
<input checked="" type="checkbox"/>	1209895	02/04-31-072-09W6/0	3/11/2020

OneStop generates an alert approximately one hour after the data has been submitted in DDS.

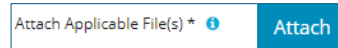
3. OneStop autocompletes the details in the form. Review the details to ensure correctness.



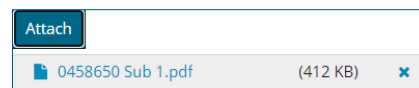
Note: A downhole abandonment submission in DDS will generate a completions alert in OneStop. Submit the tour through that alert. The Completions tour type will be preselected; select Downhole Abandonment as well to ensure it is accurately identified.

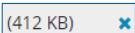


4. Click **Attach**.



- a) Locate PDF files to be submitted. The maximum total size for uploading is 1.5 GB. When the upload is complete, the files display on the screen.



- b) Review the file list. To remove a file from submission, click **x**. 

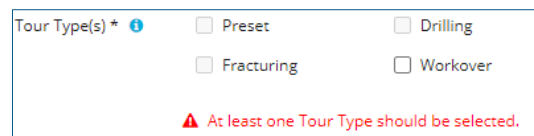
Validate and Submit



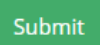
1. Click **Validate** to ensure the submission is ready (i.e., no error messages). A message appears validating your successful entry.

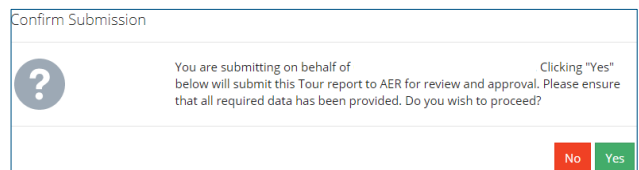
Validate



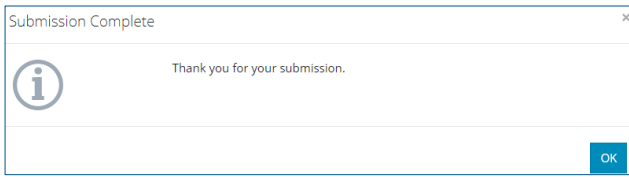
- a) If errors appear, correct them. Click **Validate**.



2. Click **Accept Disclaimer**. 
3. Click **I Agree** to proceed with your submission. 
4. Click **Submit**. 
5. A message appears to confirm your submission. Click **Yes**.



6. A message appears signaling a complete submission. Click **OK** to close the message box.



Resources

Contact: Well Data Services

Email: WellDataServices@aer.ca

Phone: 403-297-8696 option 2