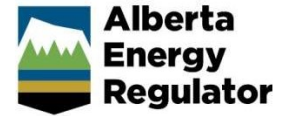


Submitting Directional Survey Data

Intended User: Submitters of directional survey data



Overview

This quick reference guide (QRG) describes how to submit directional survey data in OneStop.

Access OneStop

1. Access the OneStop tool from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**



2. Enter your username and password. Click **Login**.

3. The Disclaimer window opens. Click **I Agree**.

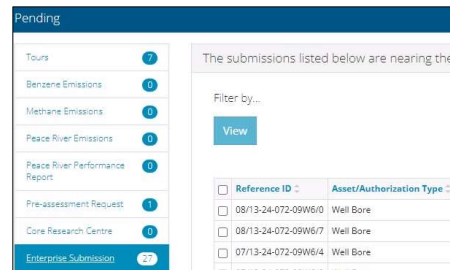
OneStop opens on the dashboard landing page.

View Pending and Overdue Alerts

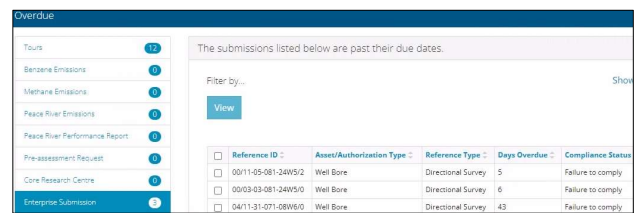
You may view pending and overdue alerts on the OneStop landing page dashboard.

- Upon submission of directional survey data, associated pending and overdue alerts will be removed from the dashboard on the following business day.
- **Pending** means directional survey data has not been submitted within 30 days from finished drill date and the submission is still in compliance.
- **Overdue** means directional survey data has not been submitted and the submission is non-compliant.

1. On the OneStop landing page **Pending** section, click **Enterprise Submission**.

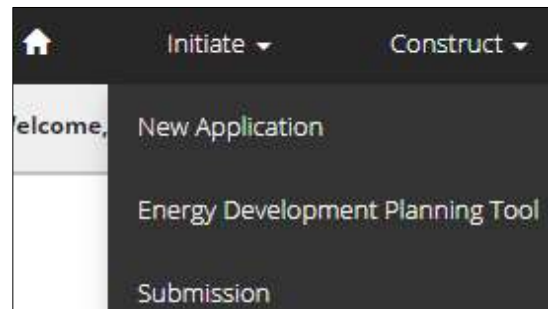


2. On the OneStop landing page **Overdue** section, click **Enterprise Submission**.



Create Submission

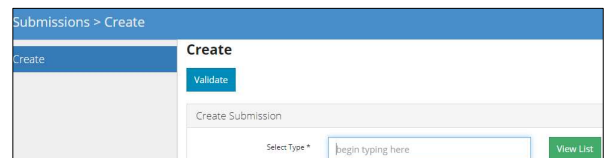
1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**.



Tip

You can also access the Submission function from any drop-down menu on the top navigation bar.

The Create page opens.



3. Enter **dire** in the Select Type field. OneStop will return possible selections.

a) Select **Well Directional Survey**.

b) Click **Validate**.

c) Optional: You may also search by clicking **View List**.

i) The Selection Types tool bar appears. Select **Well Directional Survey**.

ii) Click **Validate**.

Tip
 Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

Enter General Information

Related Entities: Well Events Less Than Nine

1. For well events up to and including nine, select **No** to the question, “Do you want to submit a directional survey for an event greater than 9?”

2. Click **Add**.

The Authorization Search window opens.

3. Enter the licence number in the search field. Click **Search**.

a) Optional: Click **Additional Search Parameters** and complete the form or click **Need help with search syntax** to refine your search.

b) Optional: Click **Search** without completing the form for a general listing of wells associated with your company.

4. Check the box beside the appropriate authorization (licence) number. Click **Add Authorizations**.

<input type="checkbox"/>	Authorization Number	Authorization Type
<input checked="" type="checkbox"/>	0064661	WELL

The window closes and the licence number is added to the Submission Relates To section.

a) Optional: To remove your selection check the box beside the authorization (licence) number you wish to remove. Click **Remove**.

5. Click **Save** on the bottom right of the screen.

Tip
 Save often. Your entry will be lost if you leave the page or close the window without saving.

6. Click **Contact Information** tab.



Related Entities: Well Events Greater than Nine

For well licences with more than nine event sequences, directional surveys for the events not covered by events 0, 2 – 9 must also be submitted.

1. In the Related Entities tab, click **Yes** to the question, “Do you want to submit a directional survey for an event greater than 9?”

2. Repeat **steps 2 to 6** in **Related Entities: Well Events Less Than Nine**.

Contact Information

Based on your login credentials, some contact information may already be pre-populated in this section.

Tip
Fields that are greyed out cannot be edited.

Licensee

1. Complete the following licensee fields: **Name, Position, Phone, and Email**.

2. If you are the primary contact, select **Yes** from the drop-down menu, otherwise select **No**.

3. Optional: Click **Save Parameters** (located to the right of the screen) to save your contact information.

Tip
For future entries, click **Load Parameters** and your contact information will auto-populate the form.

Operator

1. If the operating company differs from the licensee, select **Yes**.

2. Complete the Licensee section.
3. Click **Search** in the Operator section. The Add Operator window opens.

- a) Enter the business associate (BA) number **or** the associate name.
- b) Click **Search**.
- c) Optional: Click **Search** for a general listing of BA numbers.
- d) Check the box beside the appropriate BA number.

- e) Click **Select Operator**.
- The window closes and the BA number appears in the Business Associate Identifier field.

4. Complete the following operator fields: **Name, Position, Phone, and Email**.

Operator

Business Associate Identifier: 0001

Name: David Taylor

Position: Administrator

Company Name: 177293 Canada Ltd.

Address: 15 Floor-150 6 Ave SW

Phone: (403) 555-1234

Email: dtaylor@Canltd.ca

- a) Optional: Click **Save Parameters** (located to the right of the screen) to save your contact information.



- 5. Click **Next** on the lower left of the screen and move to Questionnaire page.

- a) Optional: You may also click **Questionnaire** on the left navigation bar.



Questionnaire – Add Files

Files related to your submission appear on this page. You may also add new files.

Tip

File templates are available on the OneStop Help page on the AER website. Acceptable files formats include .xlsx, .xls, and .csv. Files must also follow the naming conventions shown below.

Format:

DS_x9999999x_xx-99-99-999-99w9-99.[xlsx/xls/csv]

Examples:

DS_2000363_07-13-24-072-09W6-0.xlsx

DS_2000363_07-13-24-072-09W6-00.xlsx

Well Events Less Than Nine

Existing Directional Survey Submissions

- 1. Select an existing well event.

	Authorization Id	Well Identifier	Well Name
<input checked="" type="radio"/>	2000203	00/11-05-081-24W5/0	OVV TANGENT 11-5-81-24
<input type="radio"/>	2000203	00/11-05-081-24W5/2	OVV 00 TANGENT 11-5-81-24

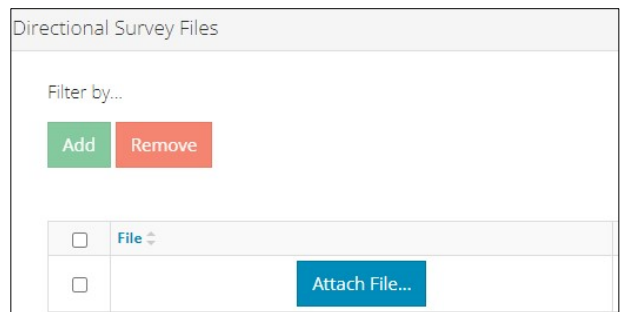
Any submitted directional survey files from your selection will appear in the Existing Files section.



- a) Optional: Click each file to view it.
 - 2. Select the existing well event that relates to your current submission.
 - 3. Click **Add Files to Well Event**.
- The existing well event is added to your current submission.

Directional Survey Files

- 1. Click **Add**.
- 2. A new row appears in the table. Click **Attach File**.



Locate the file from your local folder and attach it. It may take a moment for OneStop to upload the file.

File Name	Survey Date
DS_2000363_07-13-24-072-09W6-0.xlsx	10/6/2021

Tip

An error message will appear if a file containing errors is attached or if the file's naming convention is incorrect.

- An error occurred during processing. Please check the validity of your survey file and process again.
- Directional Survey Well Licence number does not match.

Incorrect Well UWI. The Well UWI for this file should be: 00-10-36-054-02W5-0

Incorrect Well Licence. The Well Licence for this file should be: WL0349841

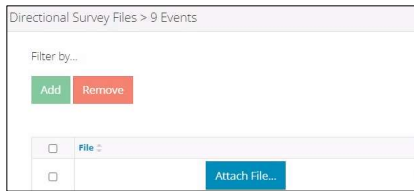
- 3. Click **Save** on the bottom right of the screen.

- Click **Next** on the lower left of the screen and move to Confirmation screen. 

Well Events Greater than Nine

Survey Files > 9 Events

- Click **Add**. A new row is added to the table.




- First* complete the following columns in the table: **Final Drill Date**, **Total Depth**, **DDE**, and **DDE Date**.

Final Drill Date	Total Depth	DDE	DDE Date
10/6/2021	1,800.00	1,650.00	10/5/2021

- Click **Attach File**. 

- Locate the file from your local folder and attach it. It may take a moment for OneStop to upload the file.

The file will appear in the Directional Survey Files > 9 Events table.



For events less than 10, alerts and error messages will appear if there are issues with the file.

- An error occurred during processing. Please check the validity of your survey file and process again.
- Directional Survey Well Licence number does not match.



- Click **Save** on the bottom right of the screen. 

- Click **Next** on the lower left of the screen and move to Confirmation screen. 

- Optional: You may also click **Confirmation** in the left navigation bar.



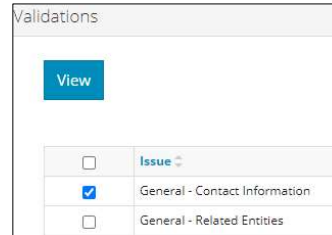
Confirmation – Validate Entry

The Confirmation page highlights errors or missing steps in the submission. There are two ways to validate your entry.

Option 1: Confirmation Screen

The Validations section lists areas throughout the form that still need to be completed.

- Check the **box** beside the first item on the list.



- Click **View**. You will be directed to the section that requires input.



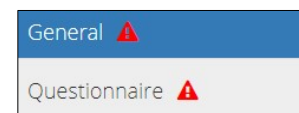
- Complete the required fields. Click **Validate** at the top or bottom left of the screen.




- Return to the Confirmation screen and repeat **Step 1** until all sections have been validated.

Option 2: Left Navigation Bar

The left navigation bar highlights areas in your submission that need your attention.




- Click an **alert icon**  in the left navigation bar.
- You will be directed to the page that requires your input. Complete the required fields.

- Click **Validate** at the top or bottom left of the screen.



- Repeat steps **1** to **3** until all pages have been validated.

Submit

1. Once you have validated your entry, click **Submit** on the Confirmation page. 
2. The Declaration and Disclaimer window opens to confirm your submission is accurate. Click **I Agree**.

Declaration and Disclaimer

I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.

Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status.

I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.


3. The Confirm Directional Survey Submission window opens to confirm your submission. Click **Yes**.



Are you sure you wish to submit this submission?

4. The Submission Submitted window opens confirming your successful submission. Click **OK** to close the window and return to the OneStop dashboard page.

Submission Submitted



Thank you for your submission. Your submission number is 31451309