User Reference Guide

Production Data

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COURSE OVERVIEW

Course Description

This User Guide describes an end-to-end process for Production. It details the step-by-step processes where External Users (operators) submit production data in WellSTAR and also describes how Internal Users (Division) process the forms.

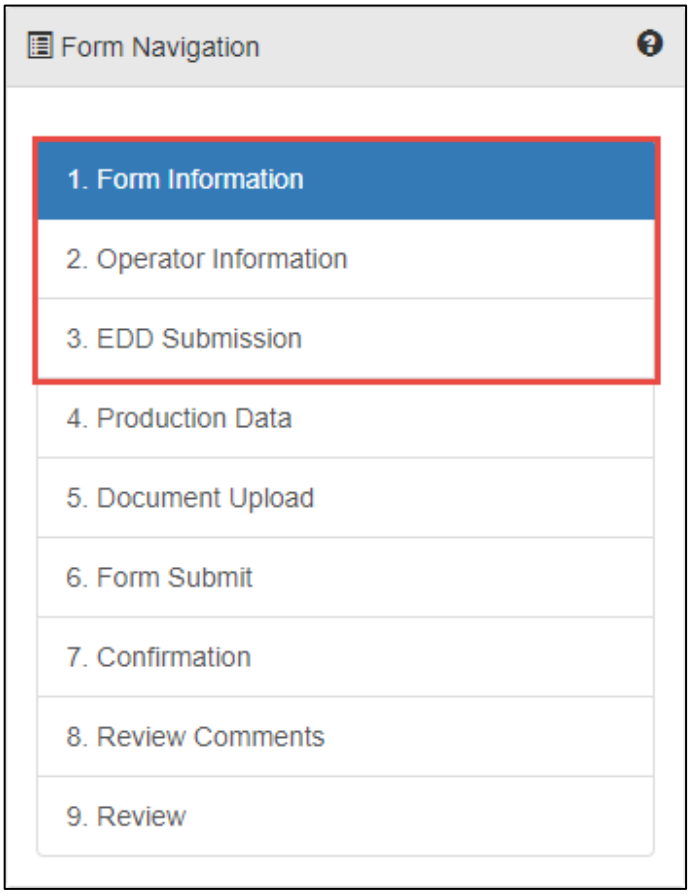
1 SUBMIT MONTHLY AND QUARTERLY PRODUCTION DATA

This will describe how to submit and review monthly and quarterly Production data. Except for the data entry sections, the forms are identical. The identical step by step process will be described, then the proprietary sections followed by the identical submission and review steps.

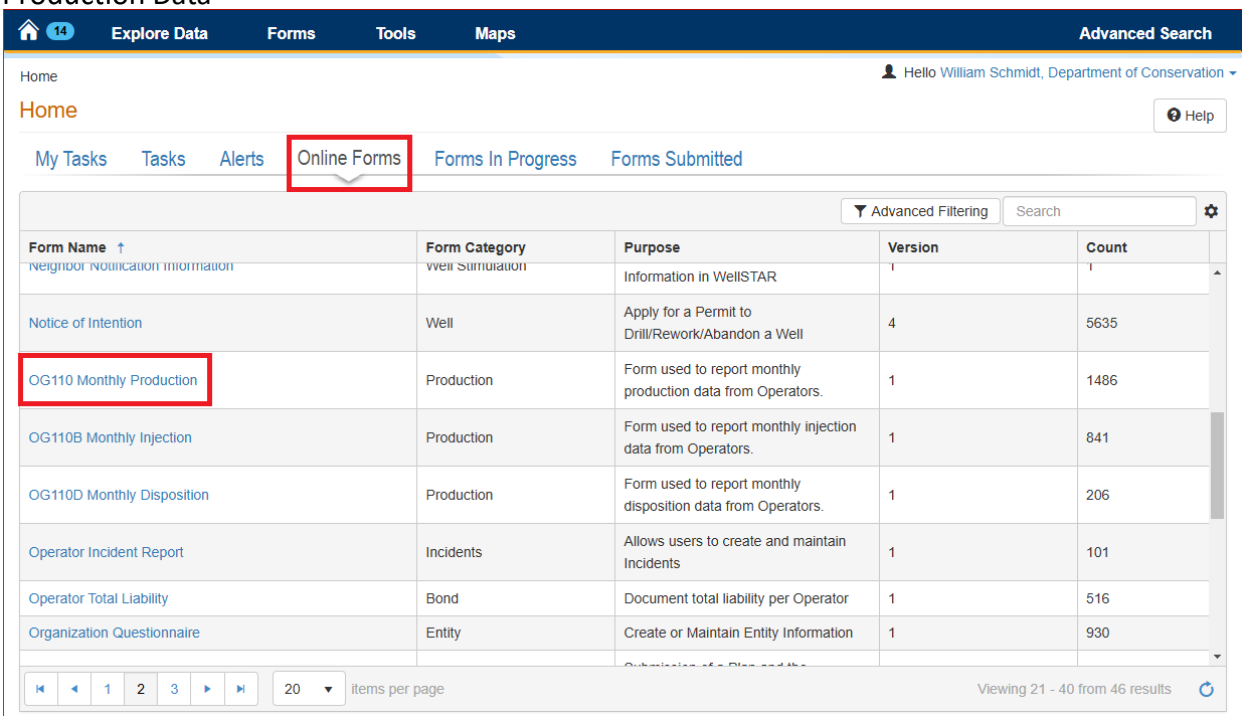
Lesson Objectives:

1. Starting Monthly and Quarterly Production data forms, including EDD submission (section 1-3)
2. Production data entry for each monthly and quarterly form (section 4)
3. Completion/submission and review of forms (section 5-9)

1.1 Starting Monthly and Quarterly Production Data Forms

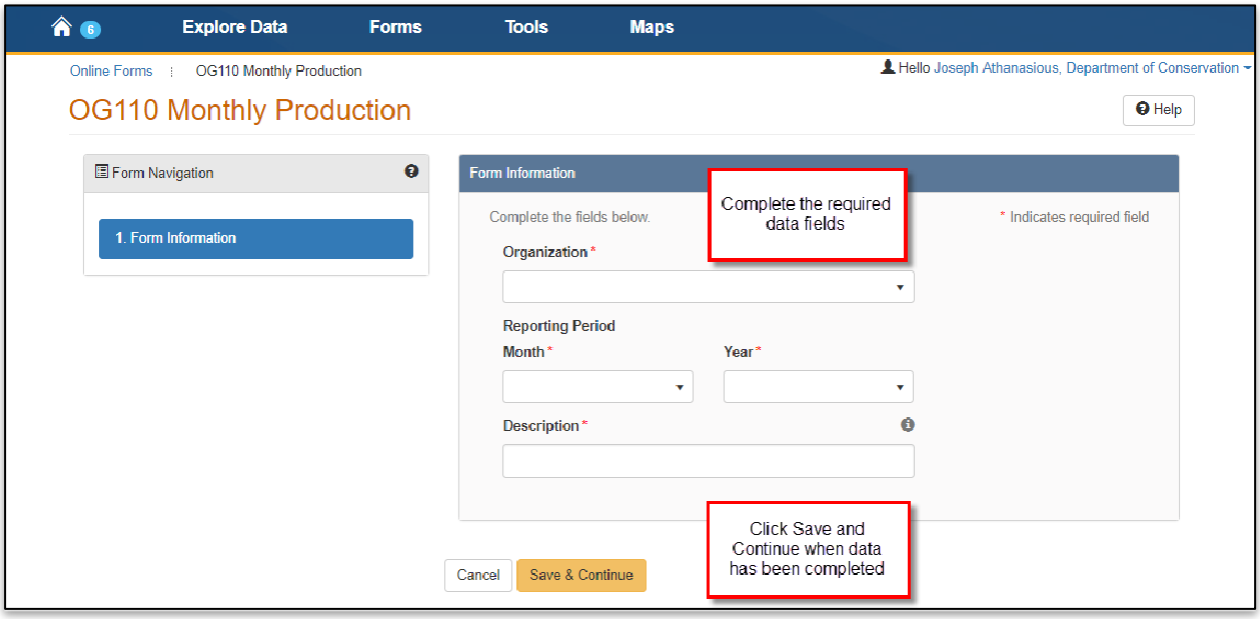


Production Data

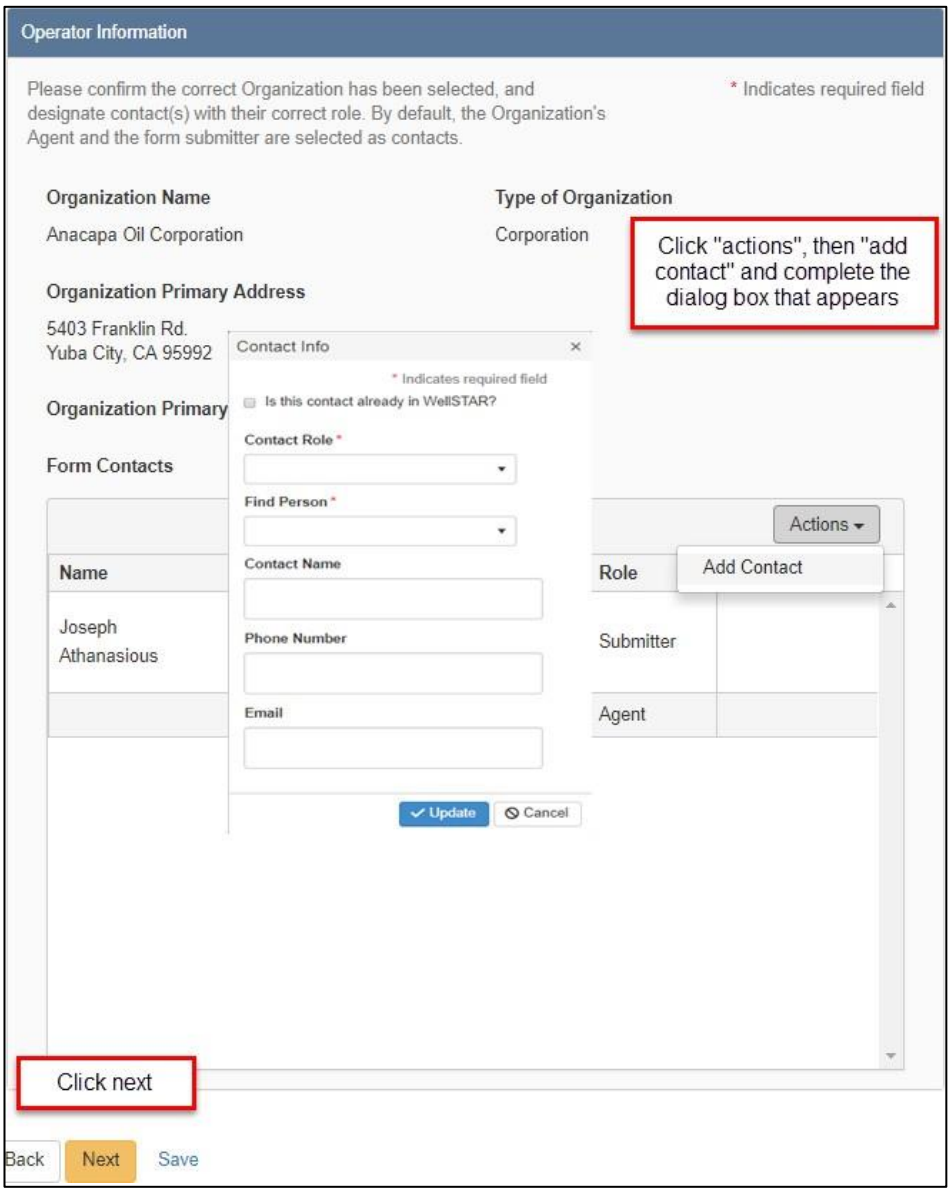


Step	Action	Required Fields
1.	Click the home button in the upper left hand corner.	
2.	Click on the “Online Forms” tab.	
3.	Click on applicable form name i.e. OG110 for production, OG110B for injection and OG110D for disposition.	

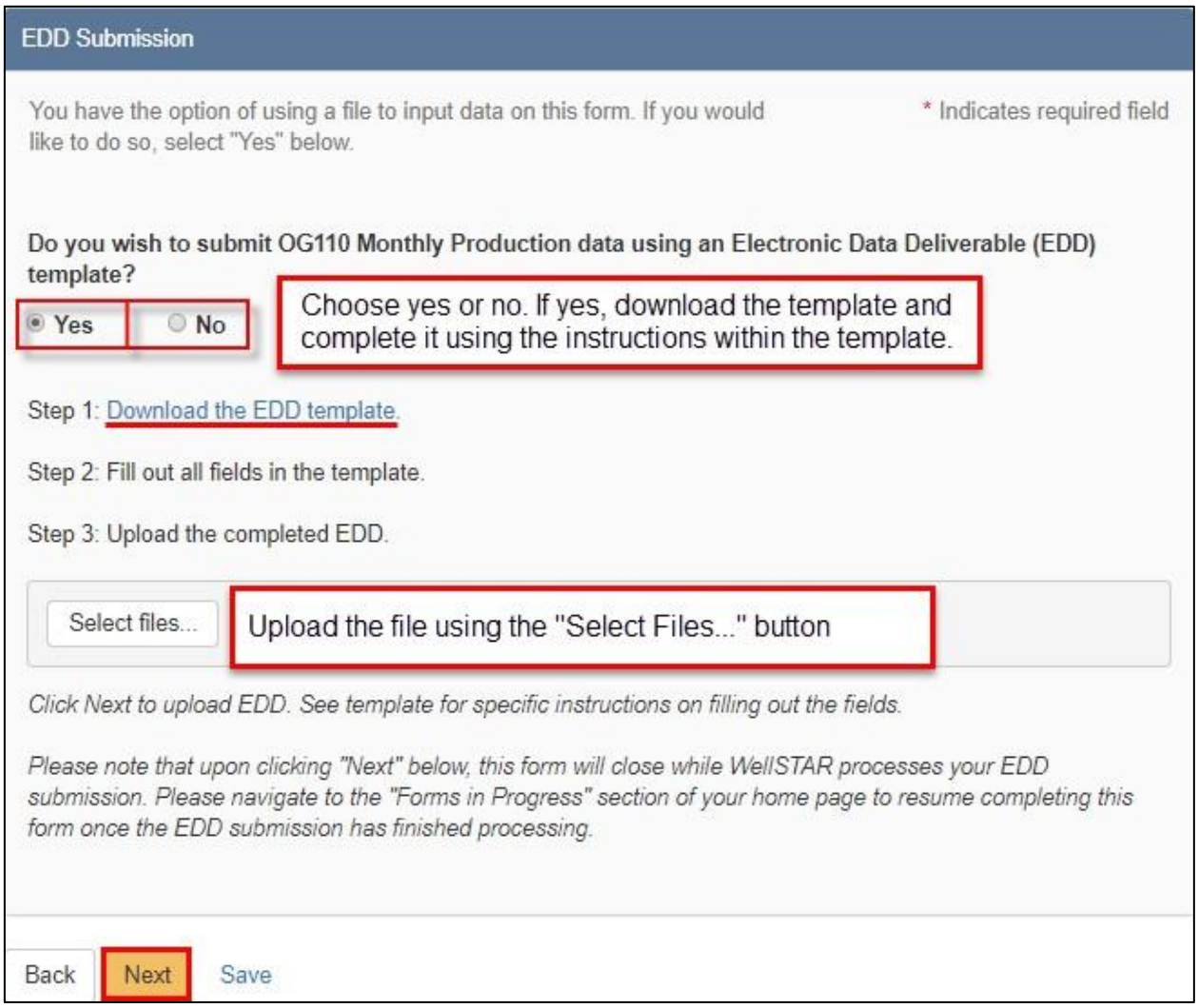
Production Data



Step	Action	Required Fields
1.	Complete all data fields indicated by red asterisk. If form is initiated by an operator, the **Organization** field will be pre-filled.	
2.	Enter a description that includes key points of form including operator name, reporting period and/or type of data being reported i.e. production, injection, allocation or disposition.	
3.	Click **Save and Continue** located at the bottom of the form.	



Step	Action	Required Fields
1.	Review organization details for correctness. *Note*: changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click “Actions”	
4.	Click “Add Contact”	
5.	Complete contact info dialogue box that appears	
6.	Click “Update”	
7.	Click “Save” and then “Next”	



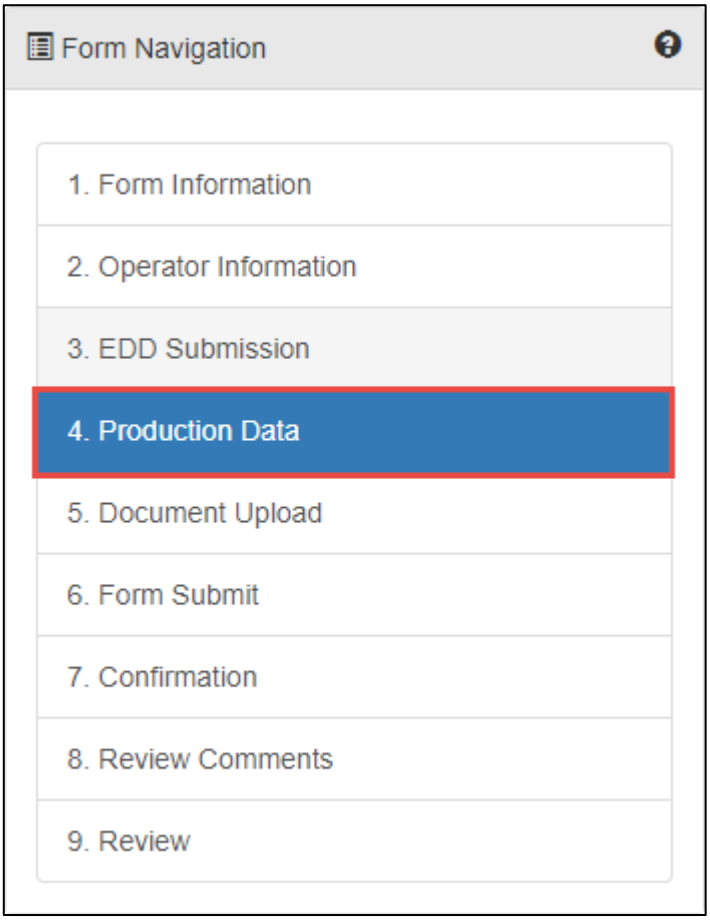
Step	Action	Required Fields
1.	Select whether you will submit using the Electronic Data Deliverable (EDD) template or continue with submission of data using the online form.	
2.	If using EDD, select yes. If no is selected, click next.	
3.	Download the EDD template using the blue hyperlink	
4.	Fill out the required fields within the excel EDD template	
5.	Click “Select files”	
6.	Locate and select the file from the “Open” window	
7.	Click “open”	
8.	Click “Next”	

1.2 Form Specific Data Entry

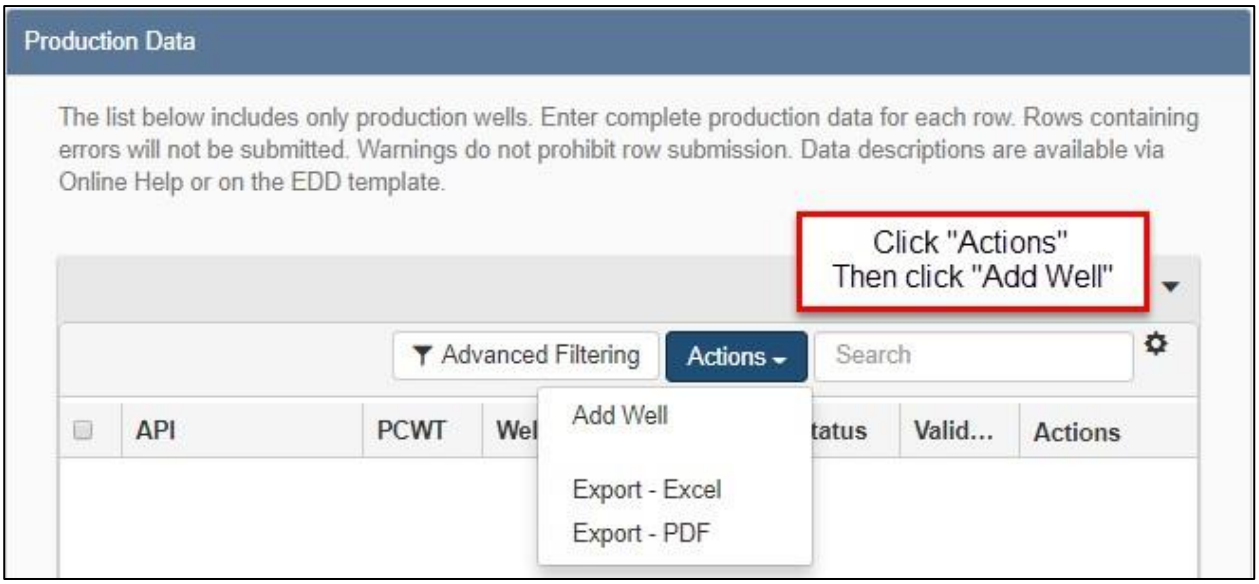
This segment will describe the step-by-step process for completing the data entry section (4) of each form listed below.

Forms:

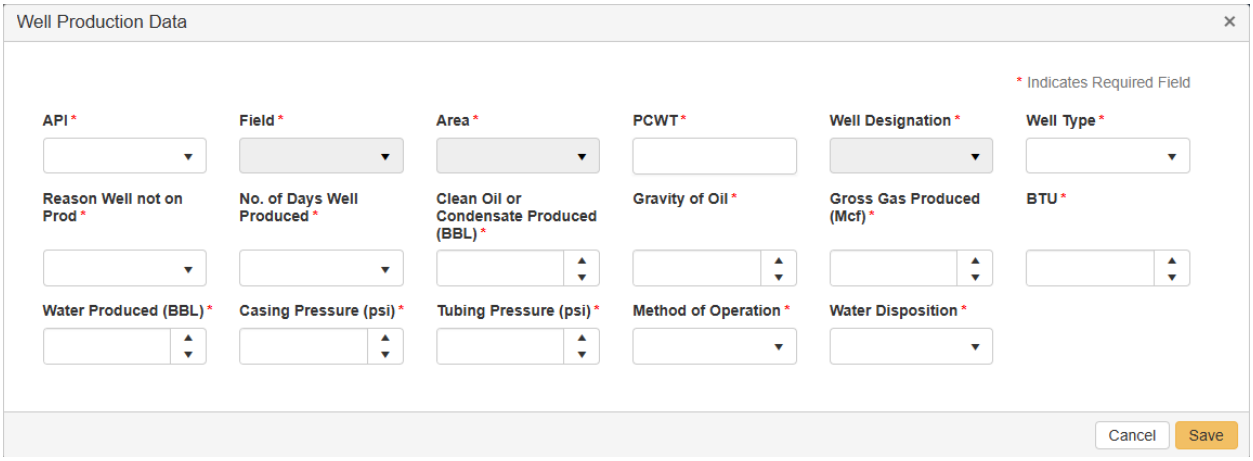
1. OG110 Monthly Production Data
2. OG110B Monthly Injection Data
3. OG110D Monthly Disposition Data
4. 110Q Quarterly Water Production Data
5. 110BQ Quarterly Water Injection Data
6. 110FQ Quarterly Water Allocation Data



1. OG110 Monthly Production Data

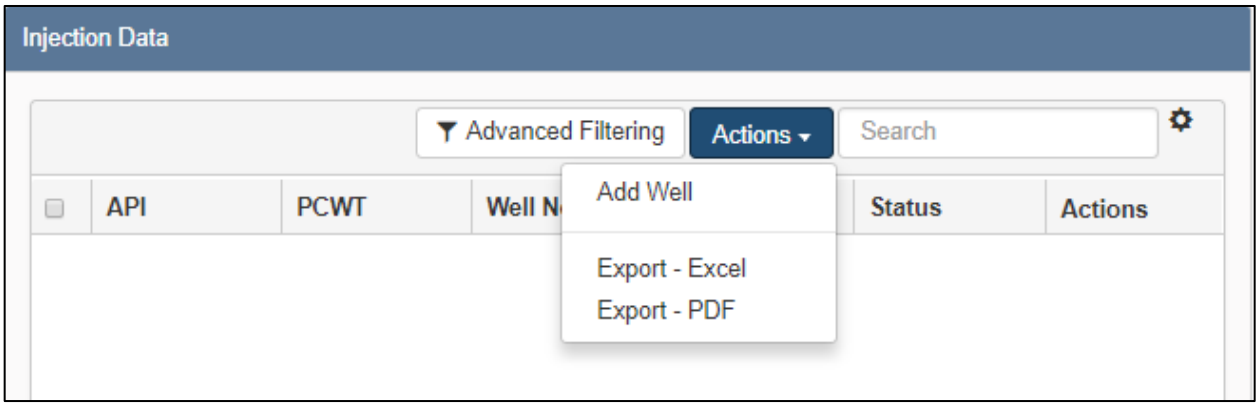


Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add Well”	

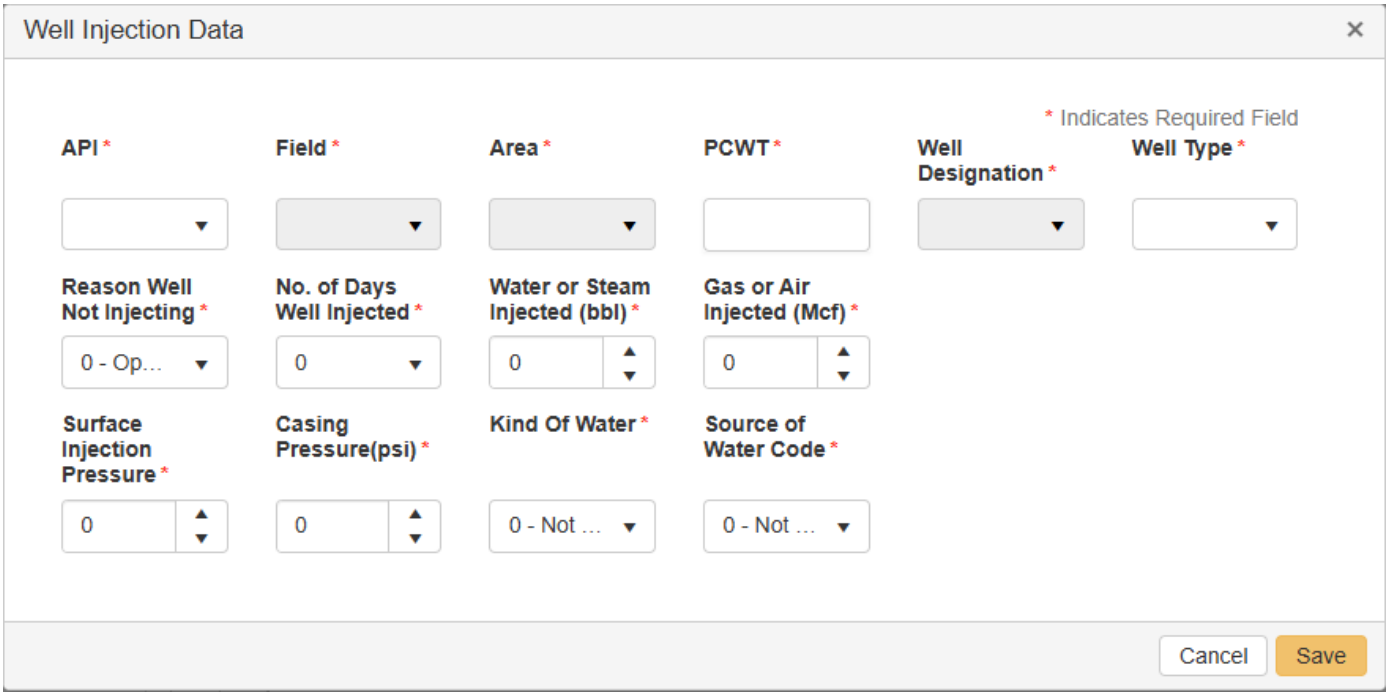


Step	Action	Required Fields
1.	Enter applicable Well Production Data (“PCWT” and “Well Designation” will be automatically populated). *Note:* Data descriptions can be located in the online help section or the EDD template.	
2.	Click “Save”	
3.	Repeat for additional Well Production Data.	
4.	Click “Next” once all wells have been submitted.	

2. OG110B Monthly Injection Data

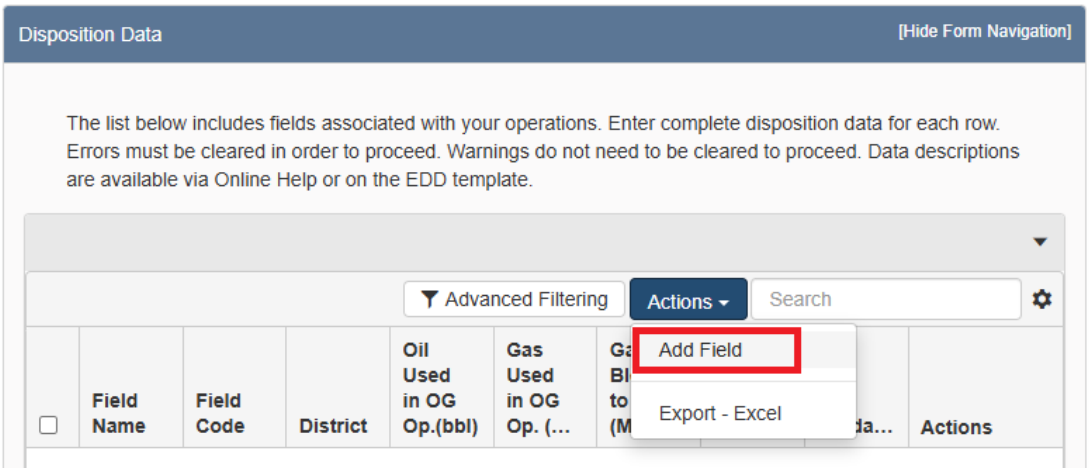


Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add Well”	

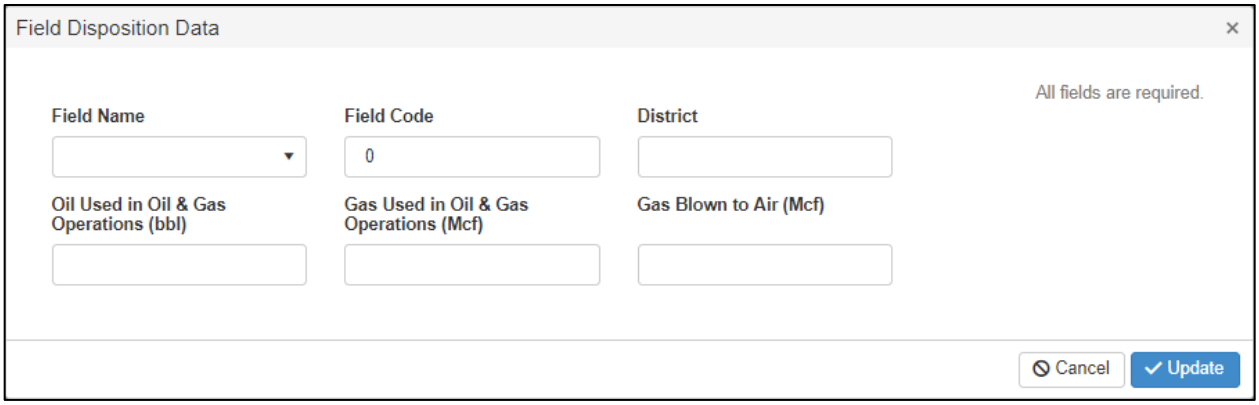


Step	Action	Required Fields
1.	Enter applicable Well Injection Data (“PCWT” will be automatically populated) *Note:* Data descriptions can be located in the online help section or the EDD template.	
2.	Click “Save”	
3.	Repeat for additional Well Injection Data.	
4.	Click “Next” once all well data has been submitted.	

3. OG110D Monthly Disposition Data

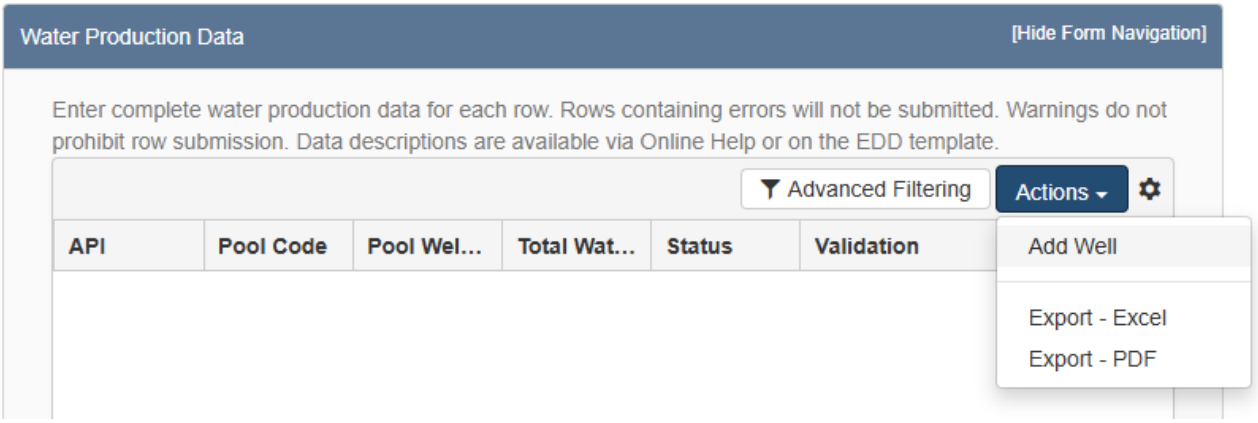


Step	Action	Required Fields
1.	Click “Add Field”	

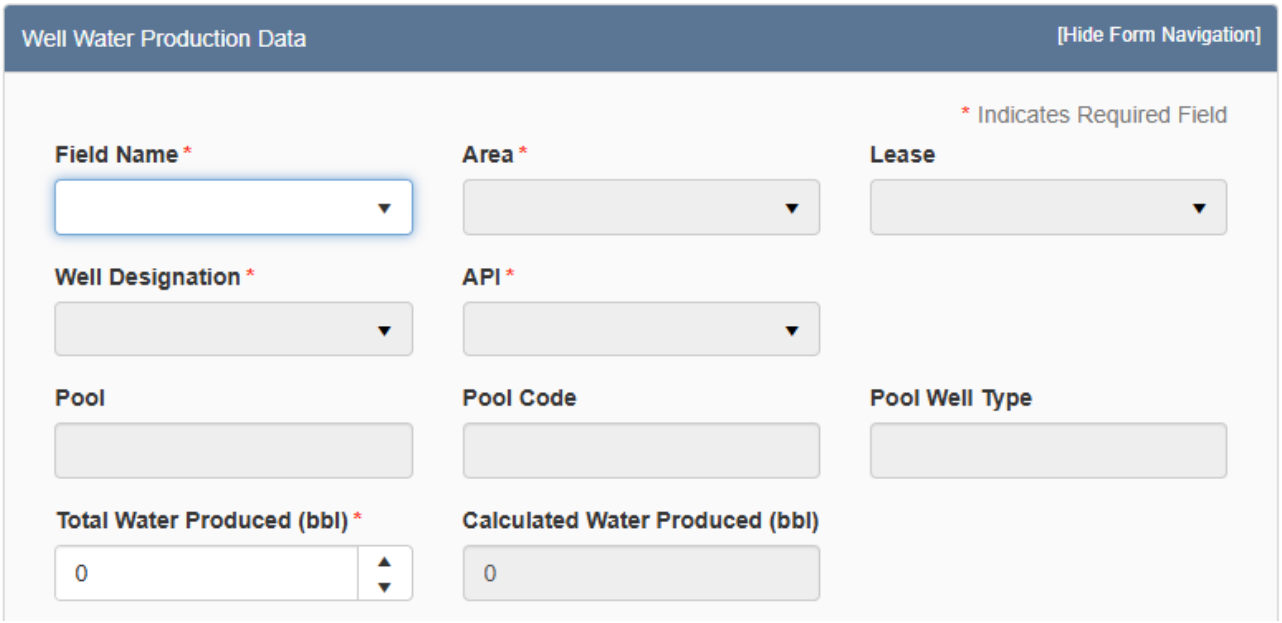


Step	Action	Required Fields
1.	Enter all Field Disposition Data (all data fields required) *Note:* Data descriptions can be located in the online help section or the EDD template.	
2.	Click “Update”	
3.	Repeat for additional Field associated with operations.	
4.	Click “Next” once all Field disposition data has been submitted.	

4. 110Q Quarterly Water Production Data

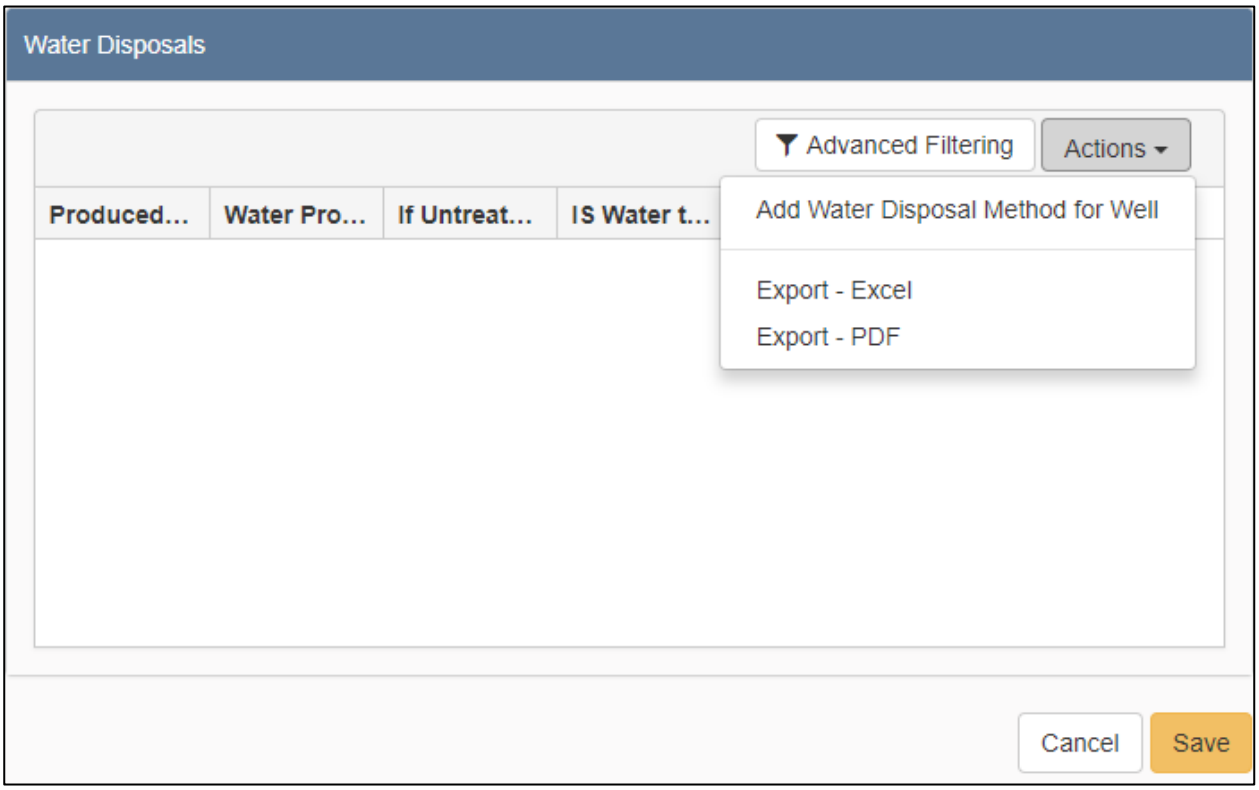


Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add Well”	

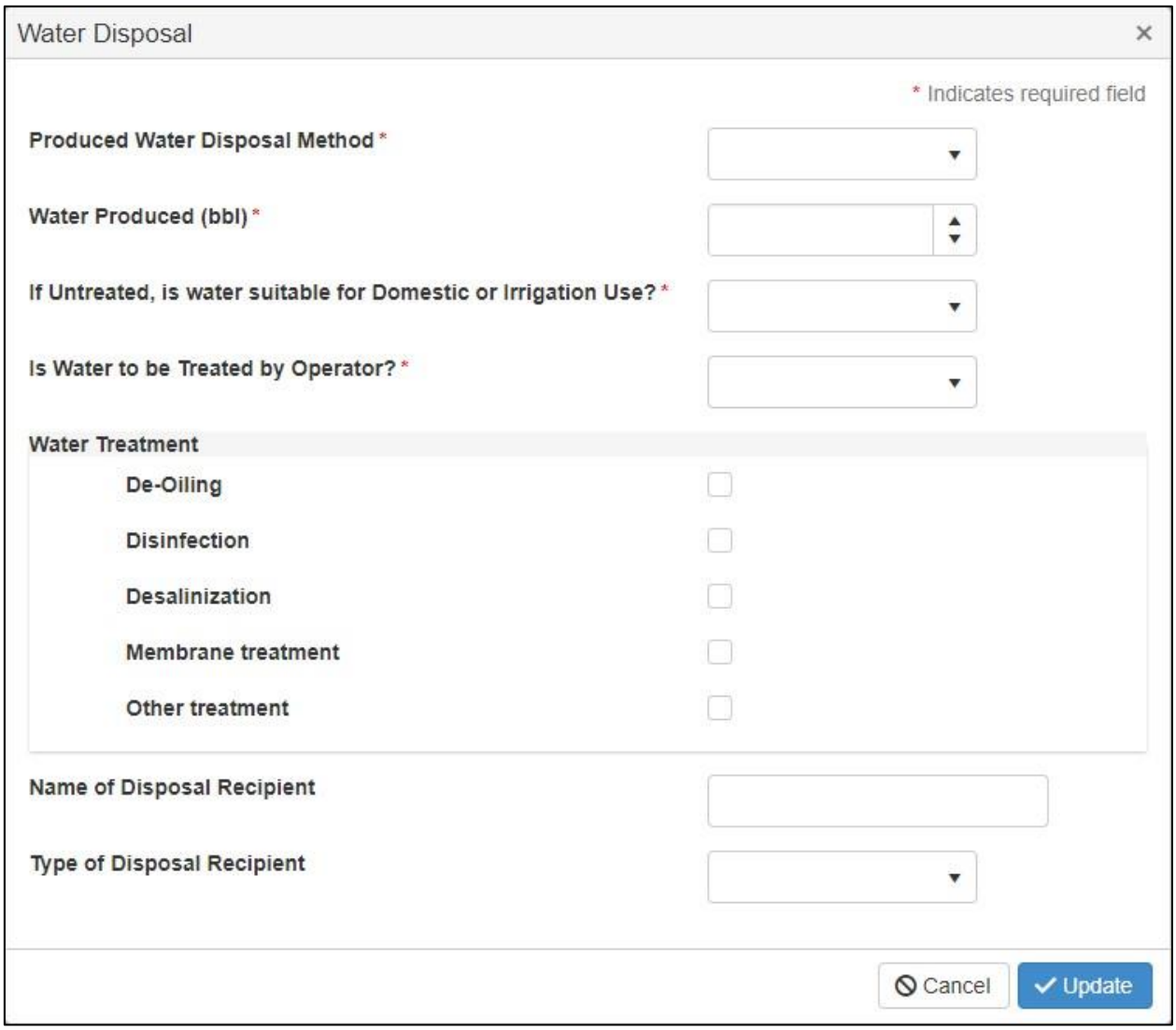


Step	Action	Required Fields
1.	Enter all required Quarterly Production Data (“Pool”, “Pool Code”, “Pool Well Type” and “Calculated Total Water Injected” will be automatically populated). *Note:* Data descriptions can be located in the online help section or the EDD template.	

Production Data

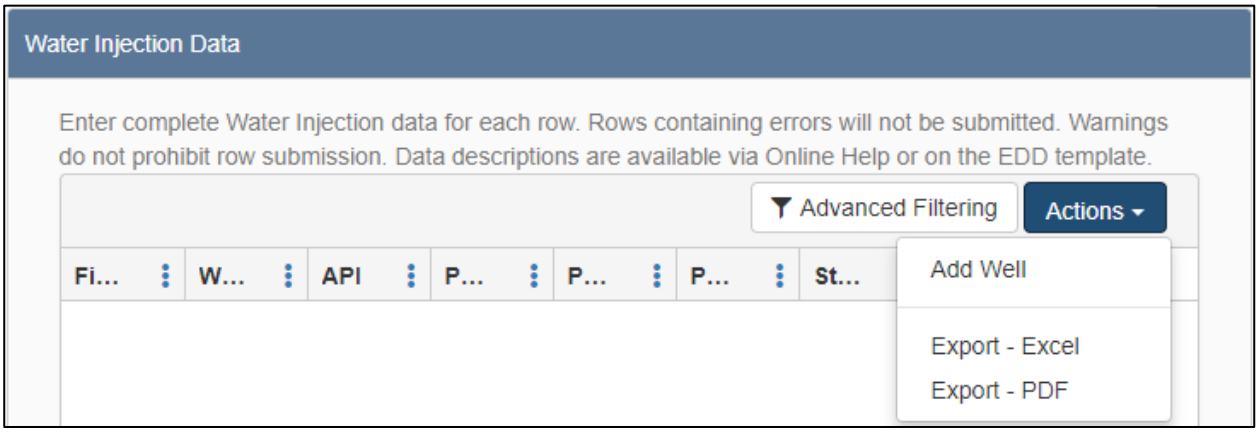


Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add Water Disposal Method for Well”	

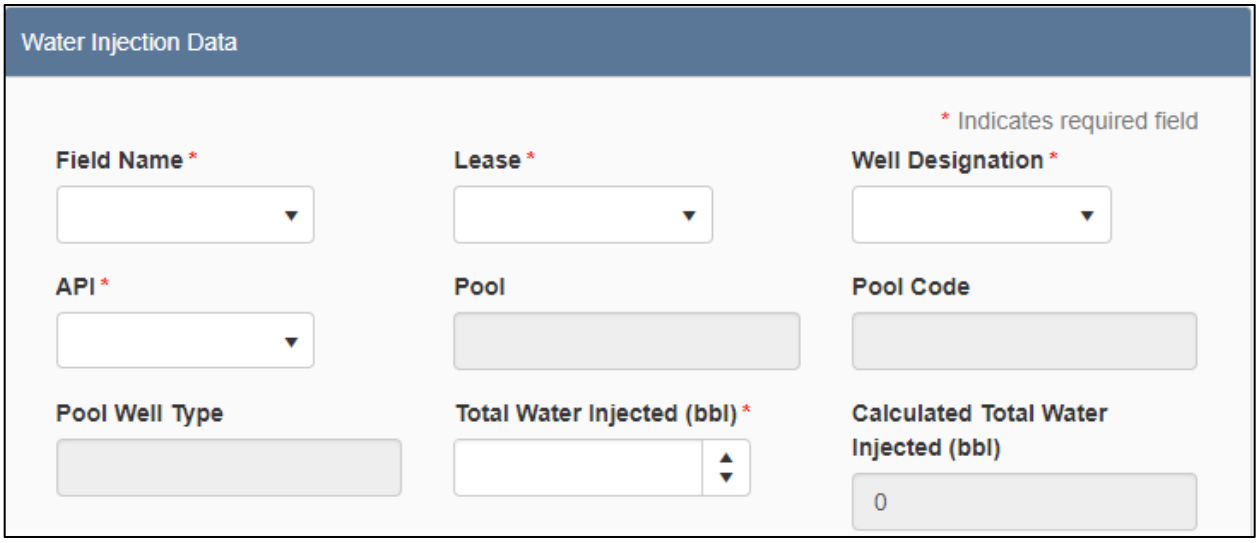


Step	Action	Required Fields
1.	Enter all required Water Disposal Data for each well. *Note:* Data descriptions can be located in the online help section or the EDD template.	
2.	Click “Update”	
3.	Click “Save”	
4.	Click “Next”	

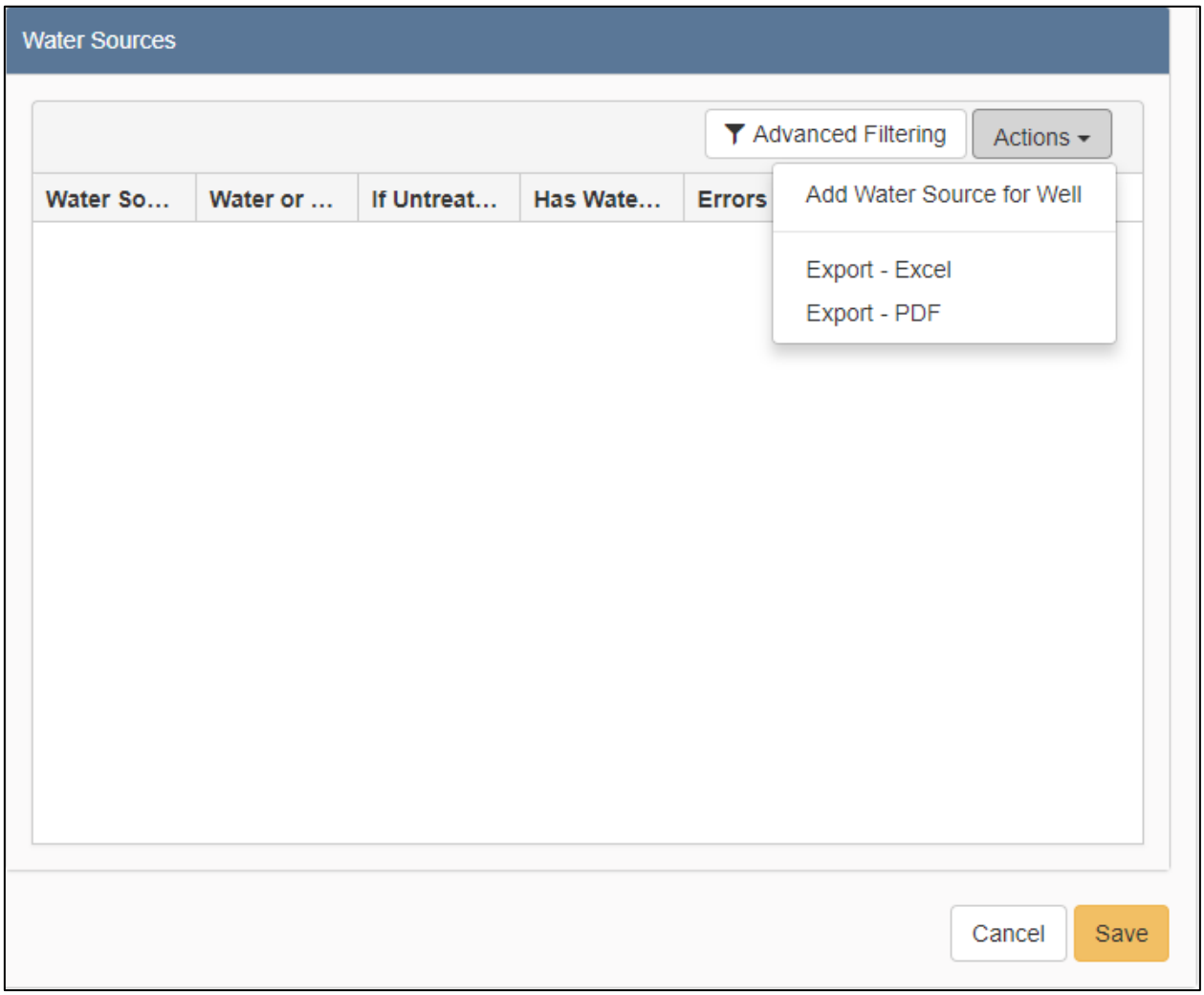
5. 110BQ Quarterly Water Injection Data



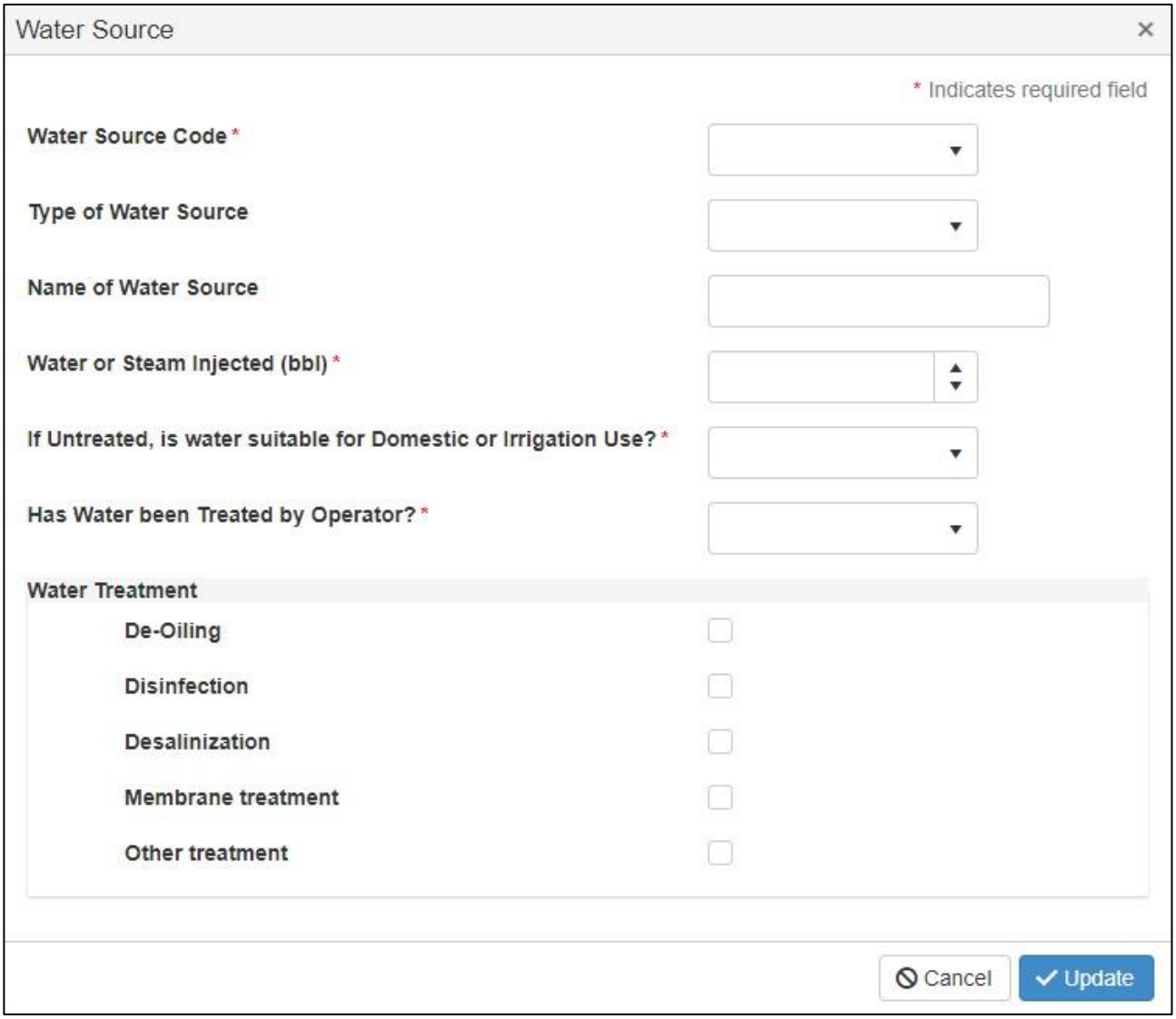
Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add Well”	



Step	Action	Required Fields
1.	Enter all required Quarterly Injection Data (“Pool”, “Pool Code”, “Pool Well Type” and “Calculated Total Water Injected” will be automatically populated). *Note:* Data descriptions can be located in the online help section or the EDD template.	

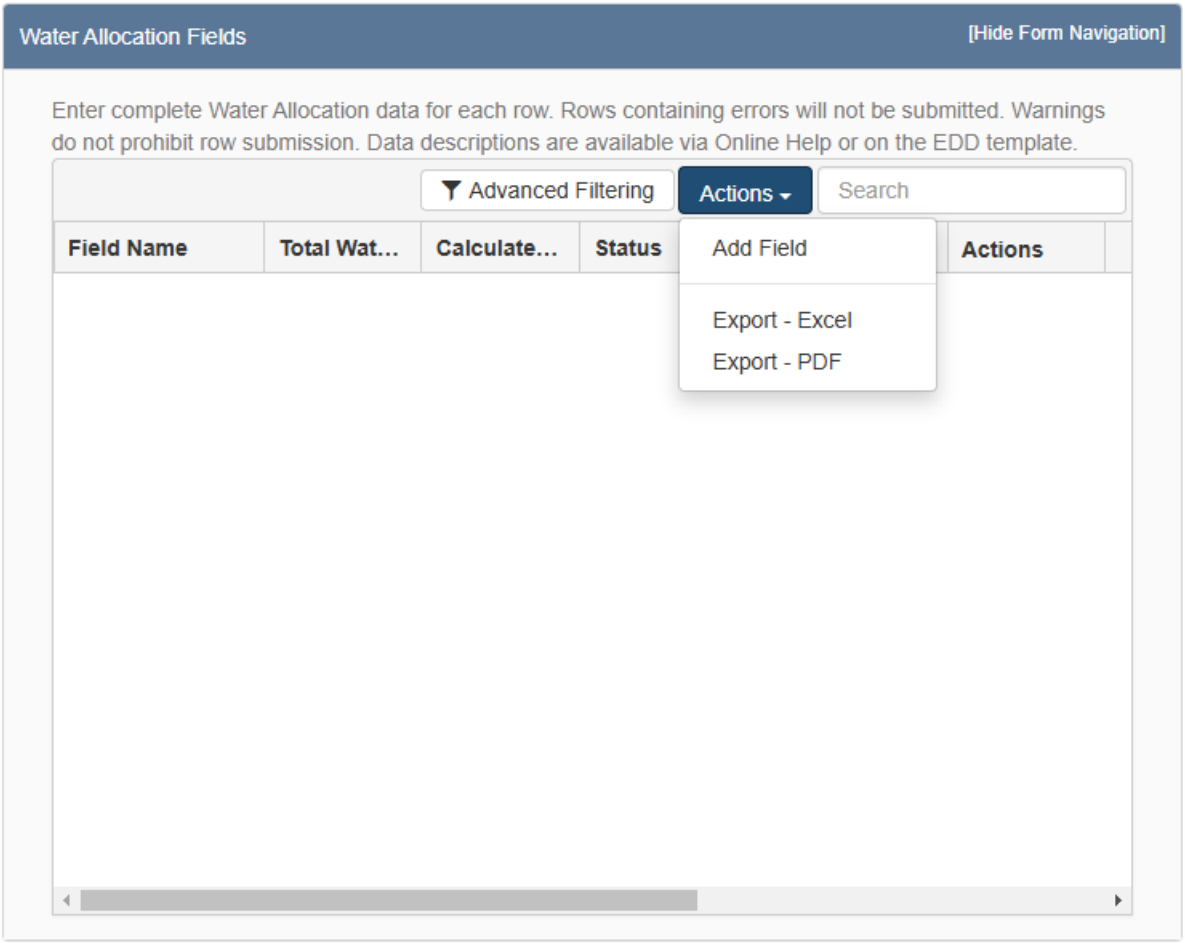


Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add Water Source for Well”	

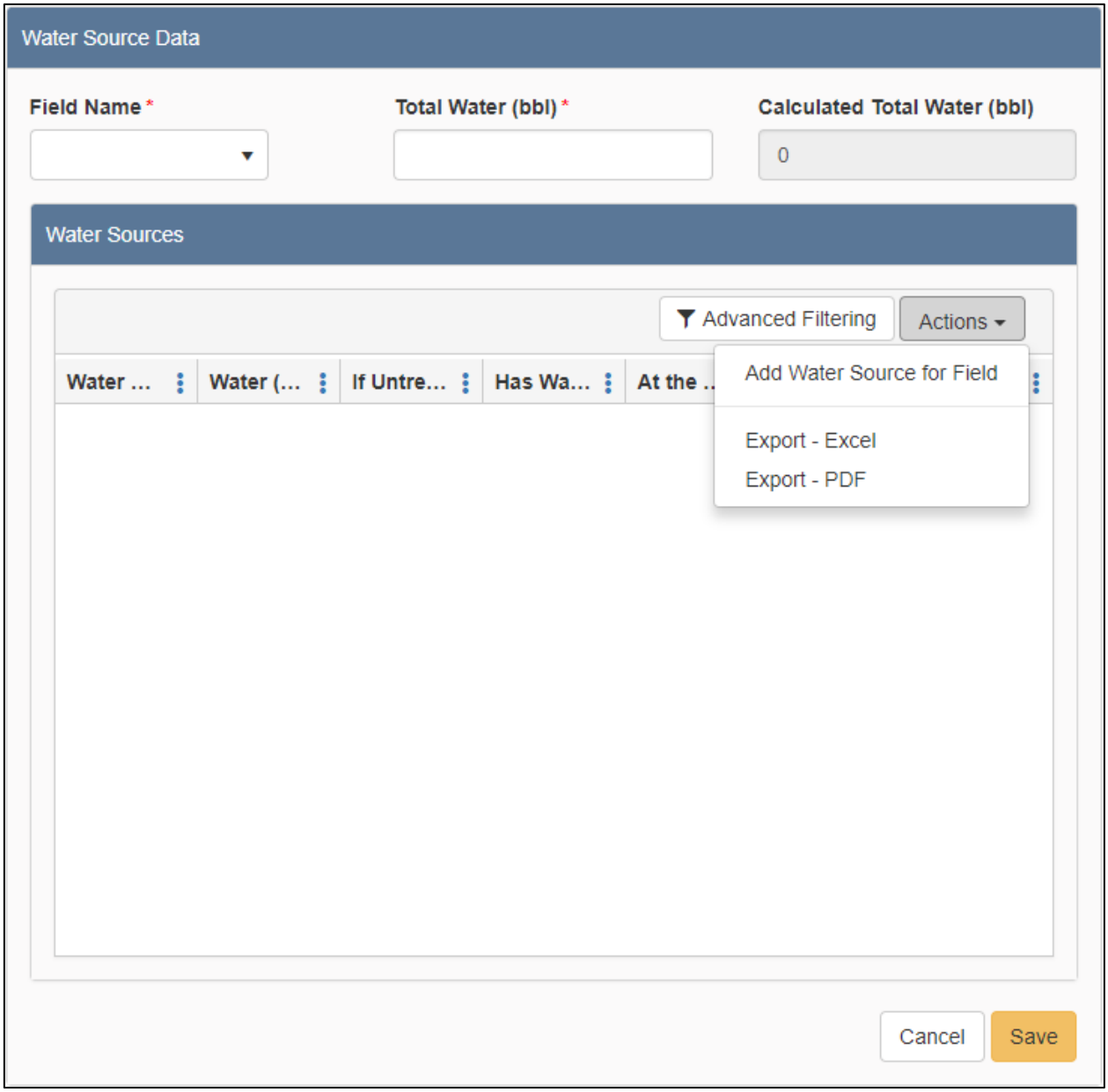


Step	Action	Required Fields
1.	Enter all required Water Disposal Data for each well. *Note:* Data descriptions can be located in the online help section or the EDD template.	
2.	Click “Update”	
3.	Click “Save”	
4.	Click “Next”	

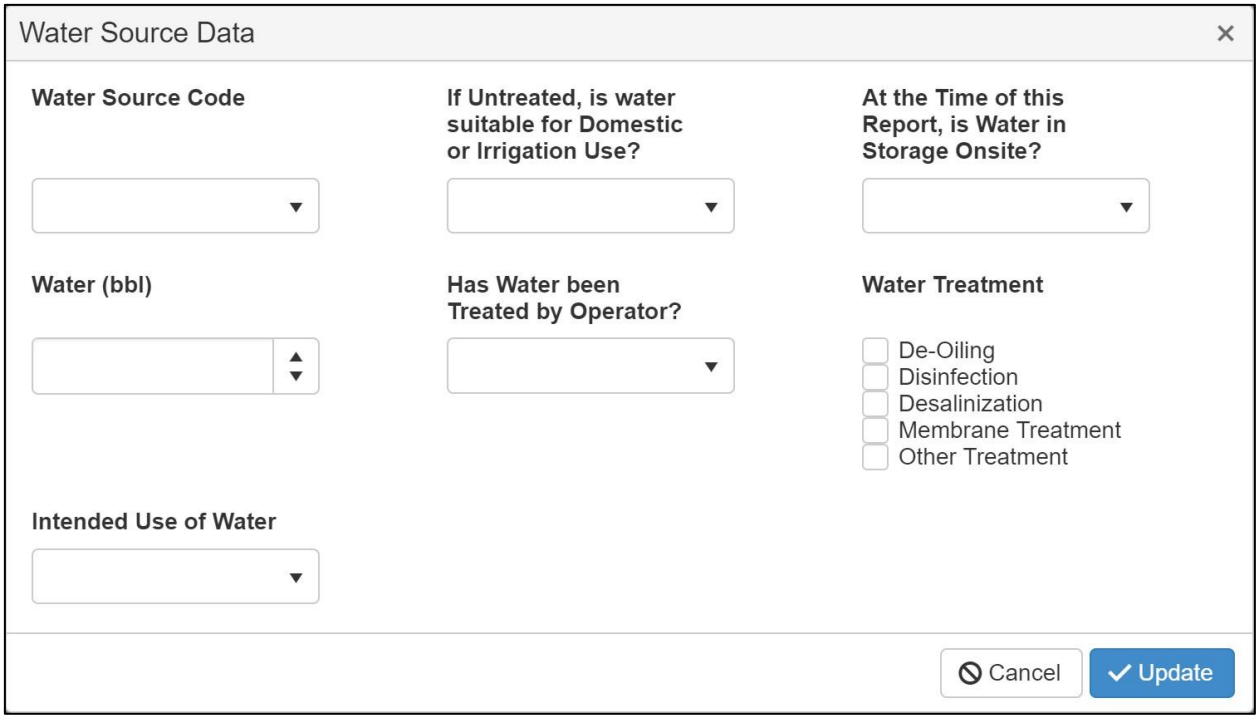
6. 110FQ Quarterly Other Water Allocation Data



Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add Field”	



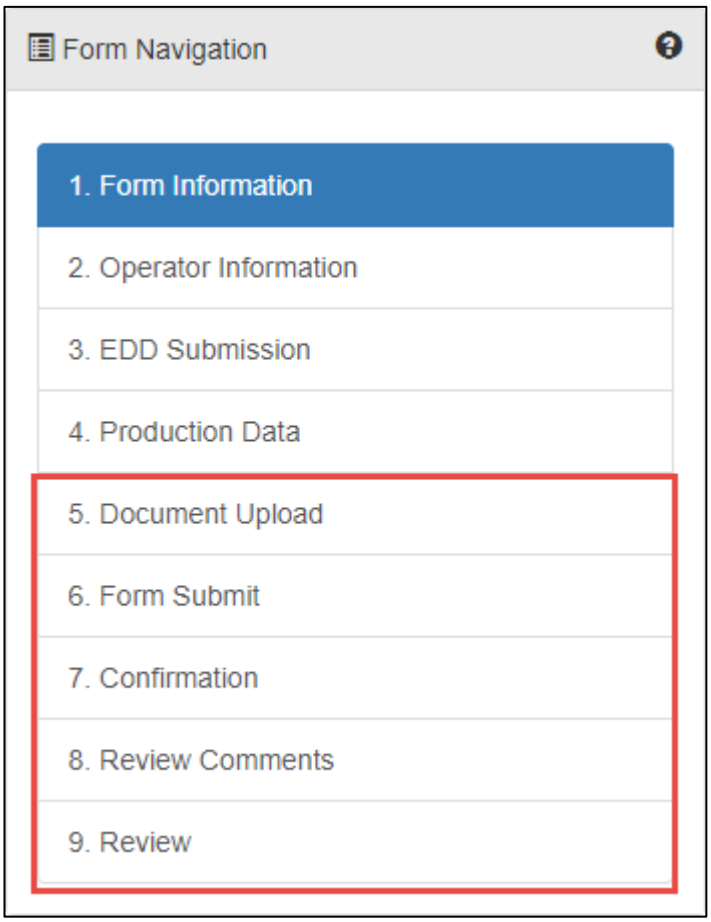
Step	Action	Required Fields
1.	Enter all required Water Source Data for each Field. *Note:* Data descriptions can be located in the online help section or the EDD template.	
2.	Click “Actions”	
3.	Click “Add Water Source for Field”	

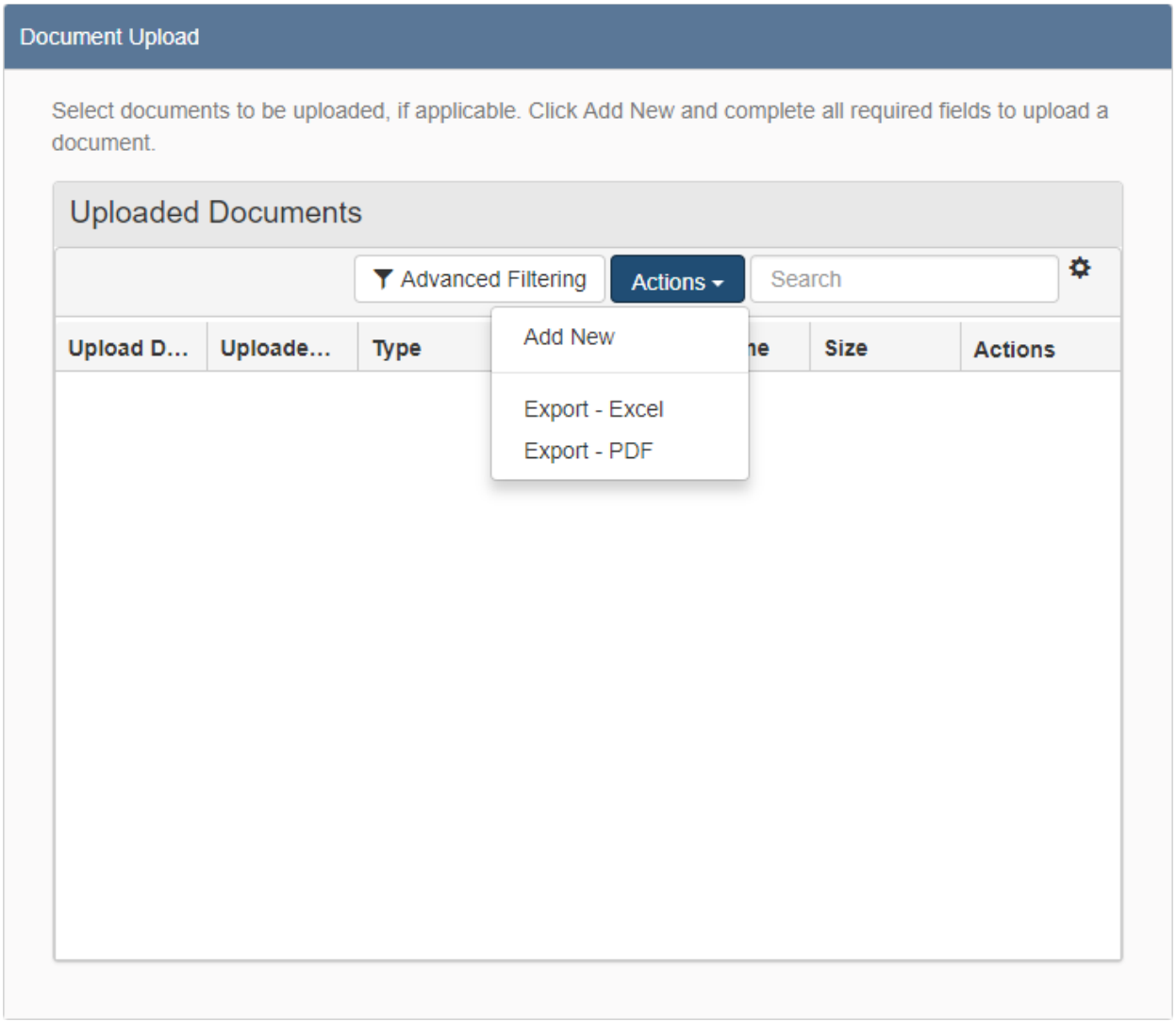


Step	Action	Required Fields
1.	Enter all required Water Disposal Data for each well. *Note:* Data descriptions can be located in the online help section or the EDD template.	
2.	Click “Update”	
3.	Click “Save”	
4.	Click “Next”	

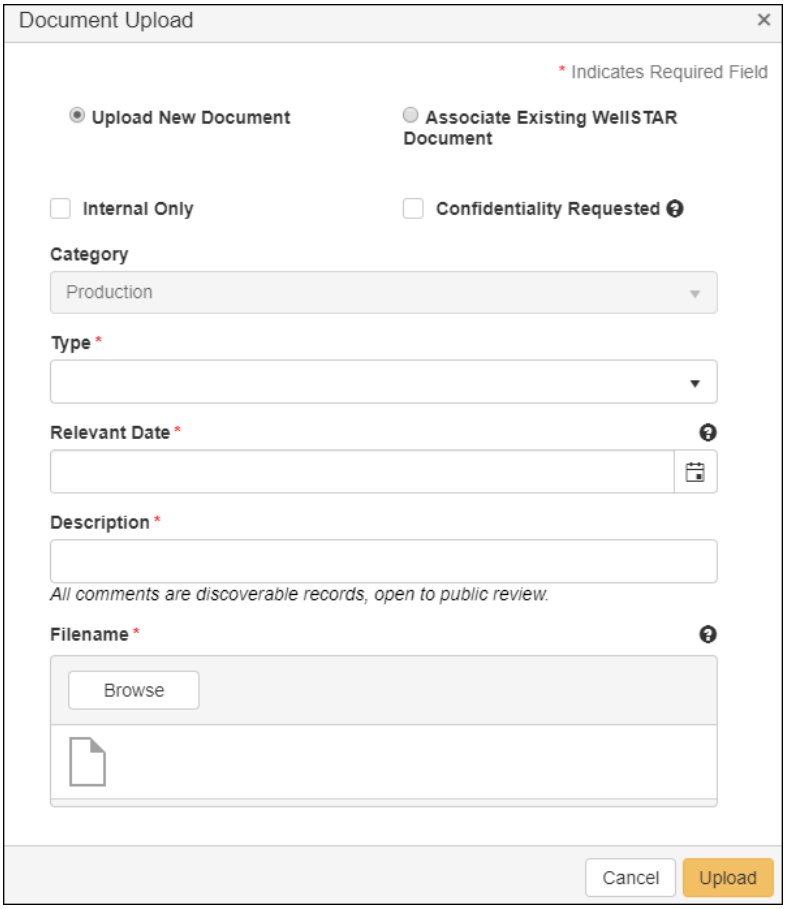
1.3 Completion/Submission and Review of Monthly and Quarterly Forms

This sub-section will describe how to complete all monthly OG110 and quarterly 110 forms.

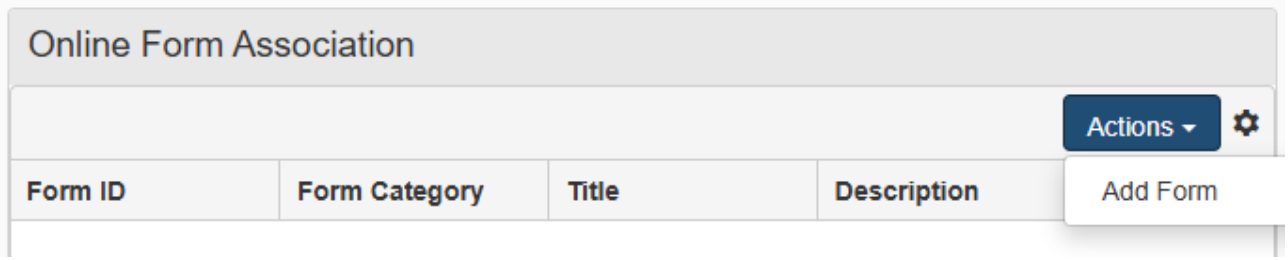


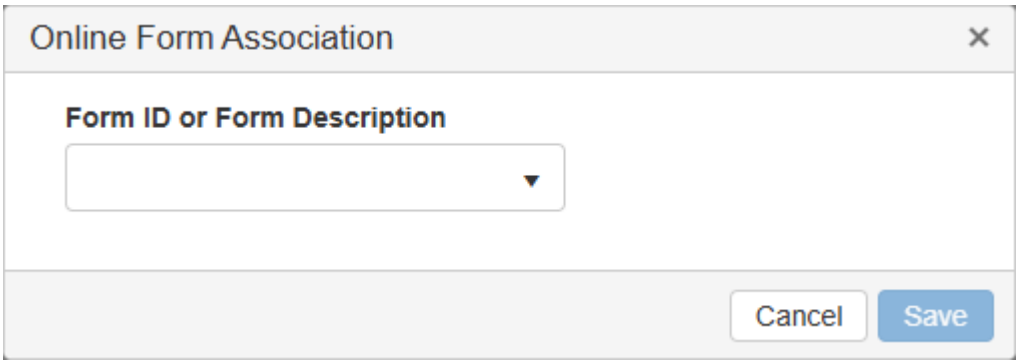


Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add New”	

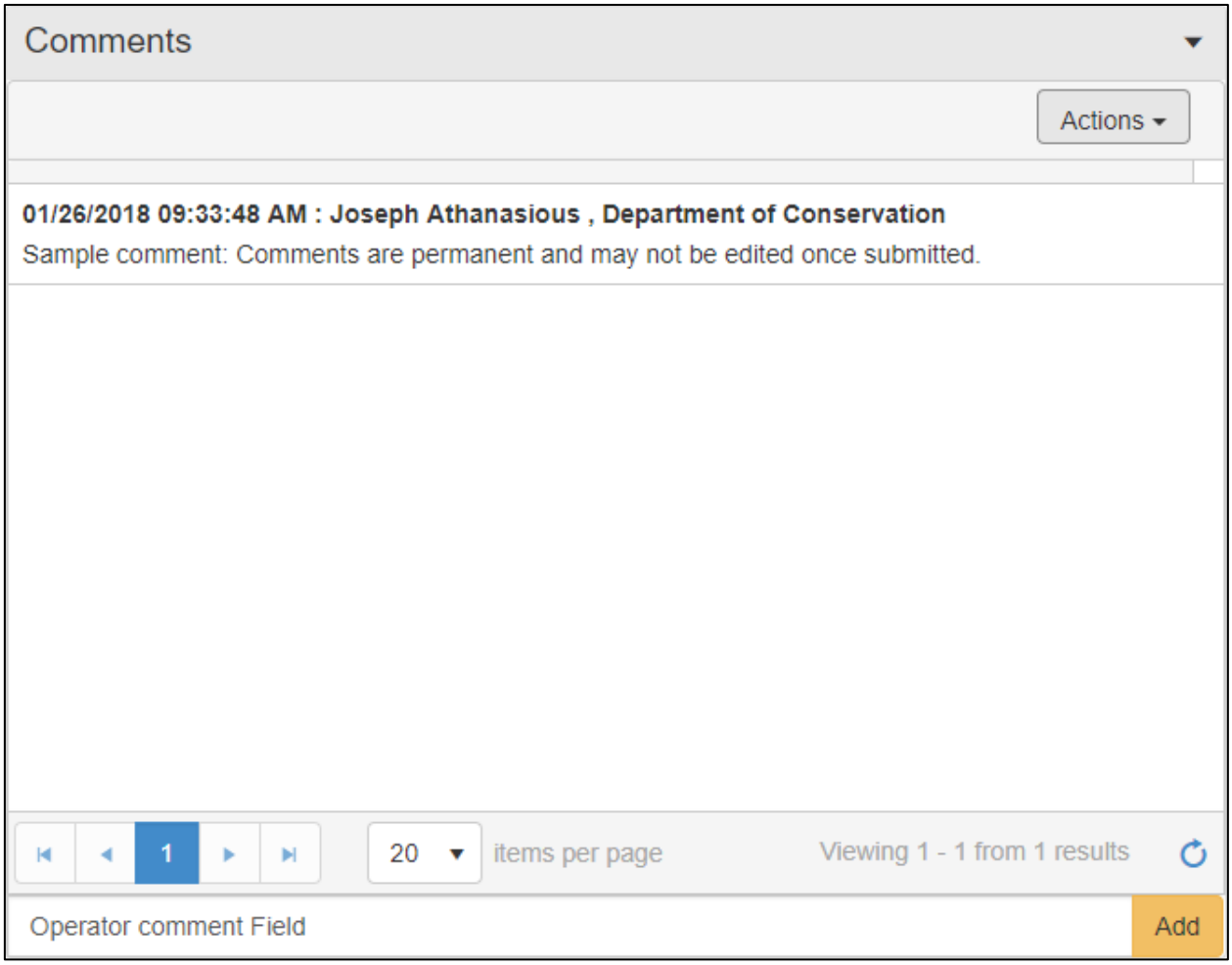


Step	Action	Required Fields
1.	Complete all required fields for document upload.	
2.	Click “Upload”	
3.	Click “Next”	

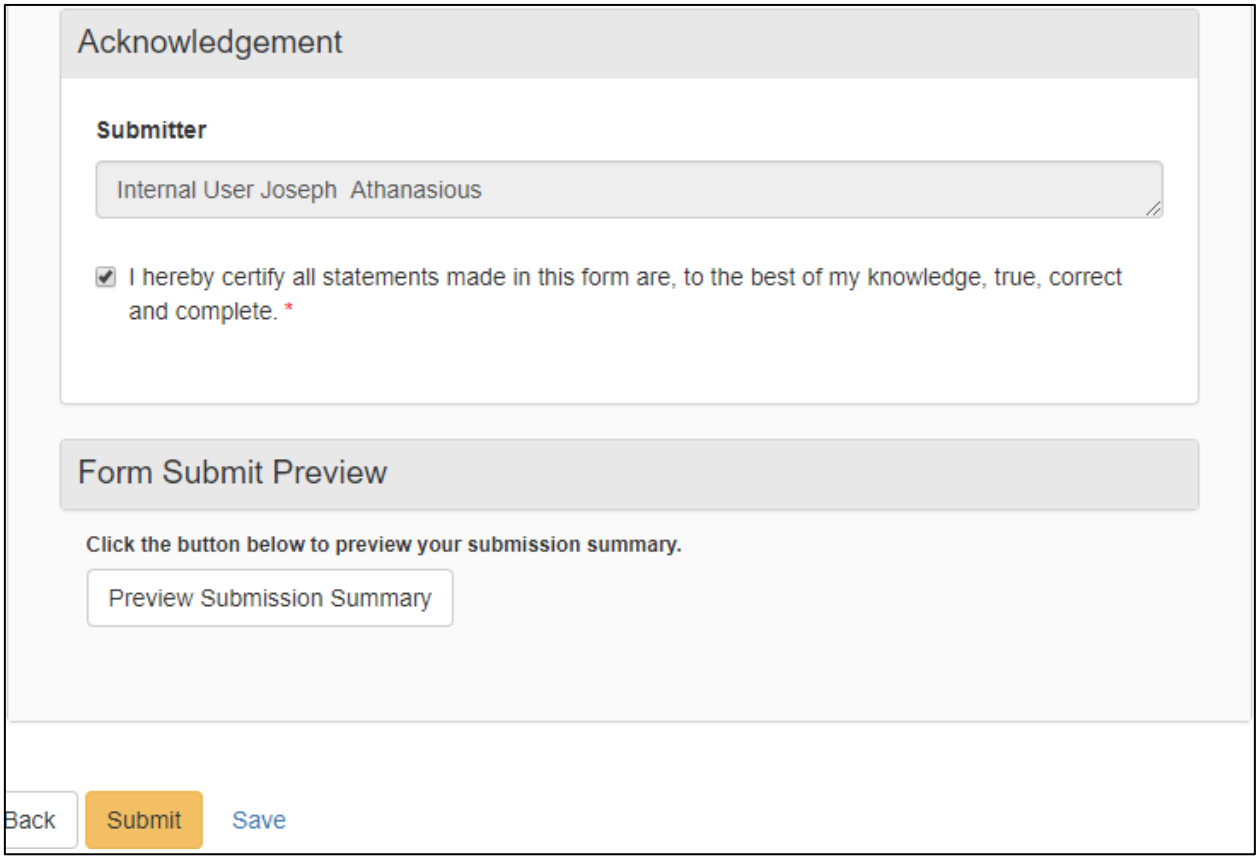




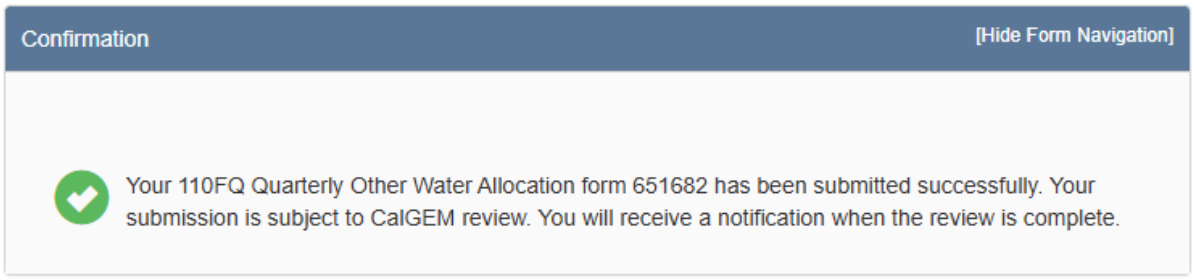
Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add New”	
3.	Type Form ID or Form Description to locate the form you wish to associate within the dropdown menu.	
4.	Click “Save”	

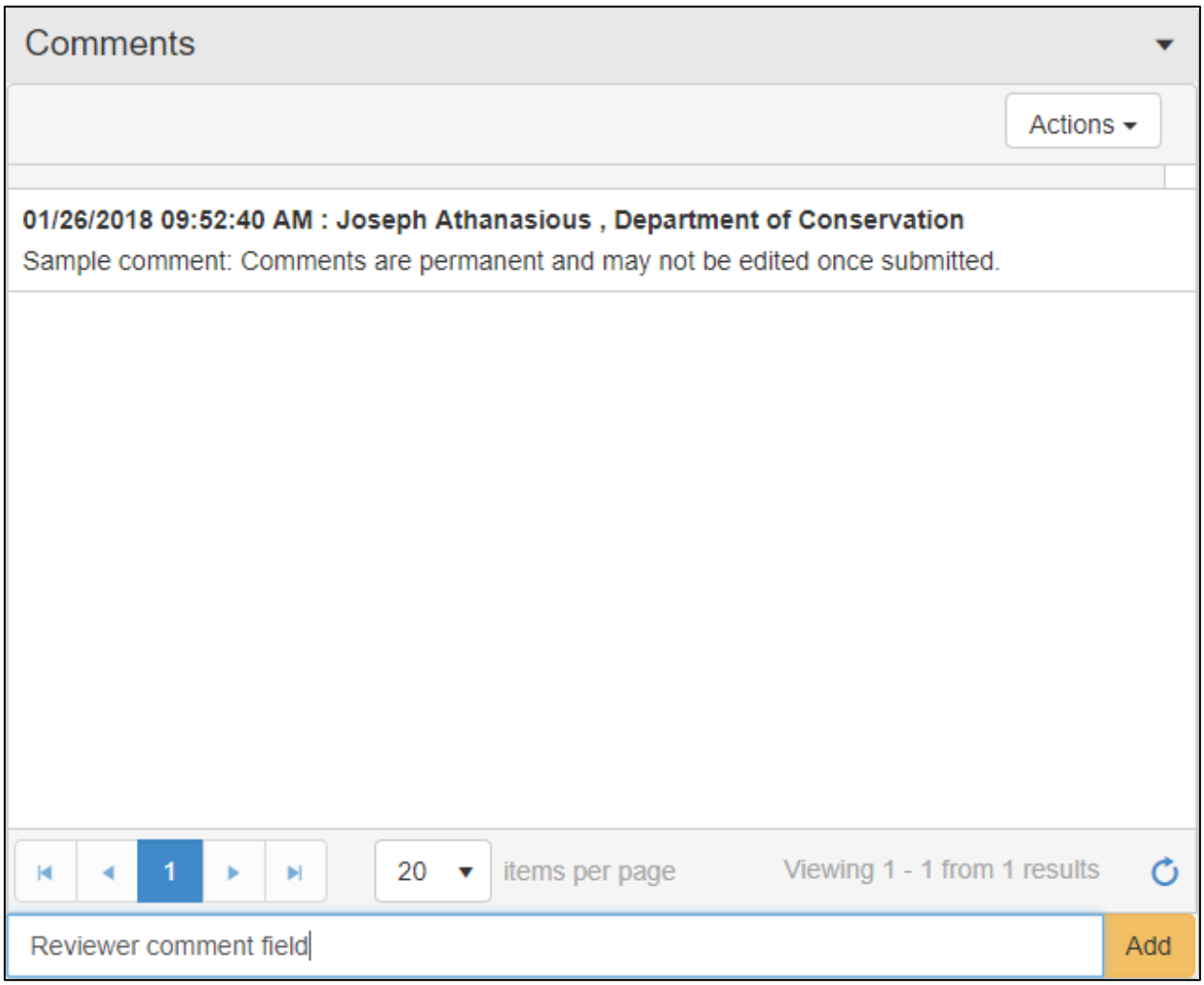


Step	Action	Required Fields
1.	Type the desired comment within the operator comment field.	
2.	Click “Add” *Note:* Any comment added cannot be edited or deleted. **COMMENTS ARE PERMANENT**	



Step	Action	Required Fields
1.	Click “Preview Submission Summary” to review all previously submitted information within current form. *Note:* This step is not required to complete submission but is recommended.	
2.	Click check box within the Acknowledgement box.	
3.	Click “Submit” to complete submission.	
4.	A confirmation message will be shown. See screenshot below.	





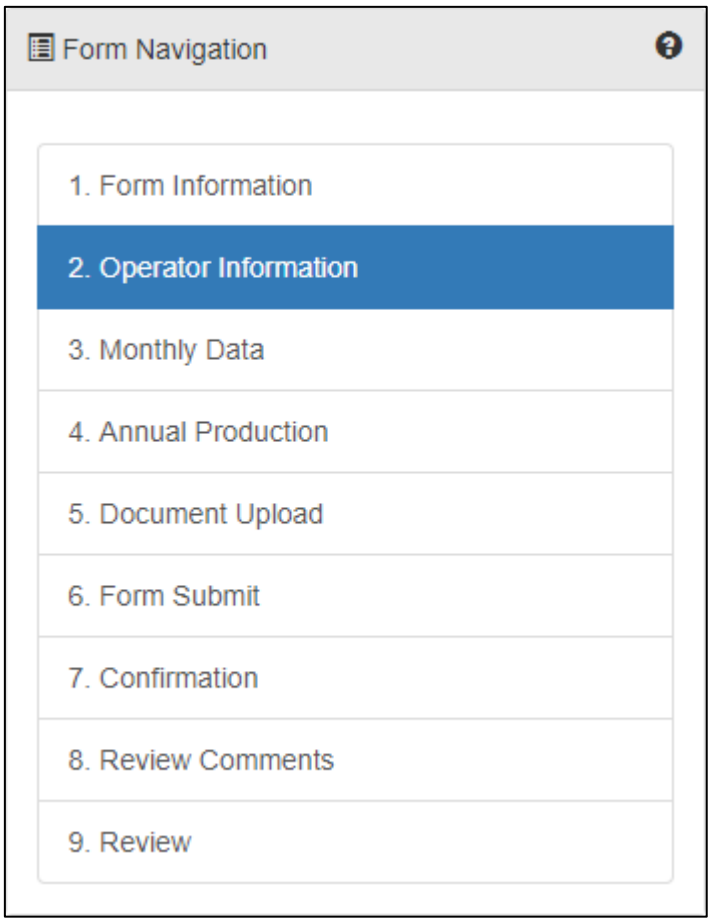
Step	Action	Required Fields
1.	Review existing comments. To add a new comment, type the desired comment within the operator comment field.	
2.	Click “Add” *Note:* Any comment added cannot be edited or deleted. COMMENTS ARE PERMANENT	
3.	Click “Next”	

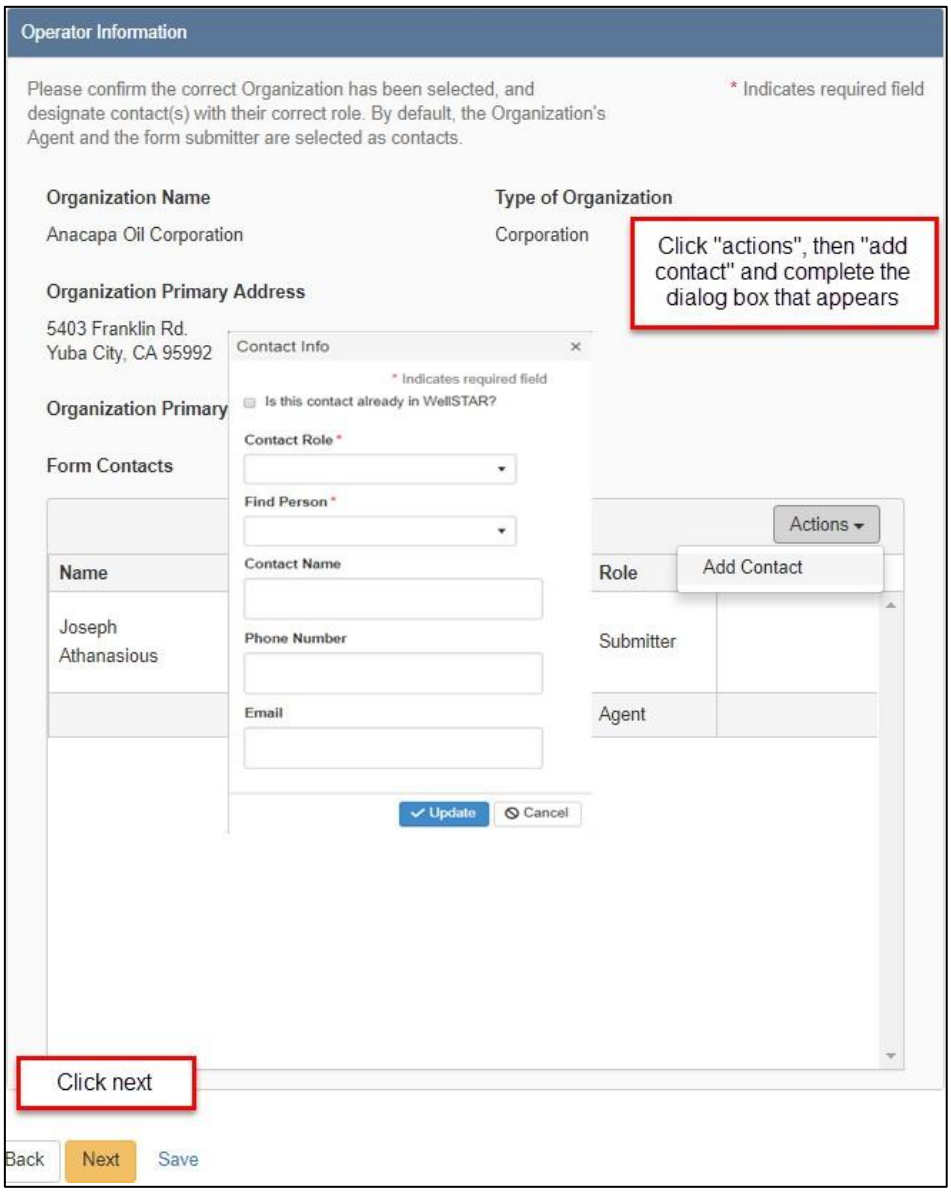
2 SUBMIT ANNUAL PRODUCTION DATA

This section will describe how to submit and review Annual Production data using form 122.

Lesson Objectives:

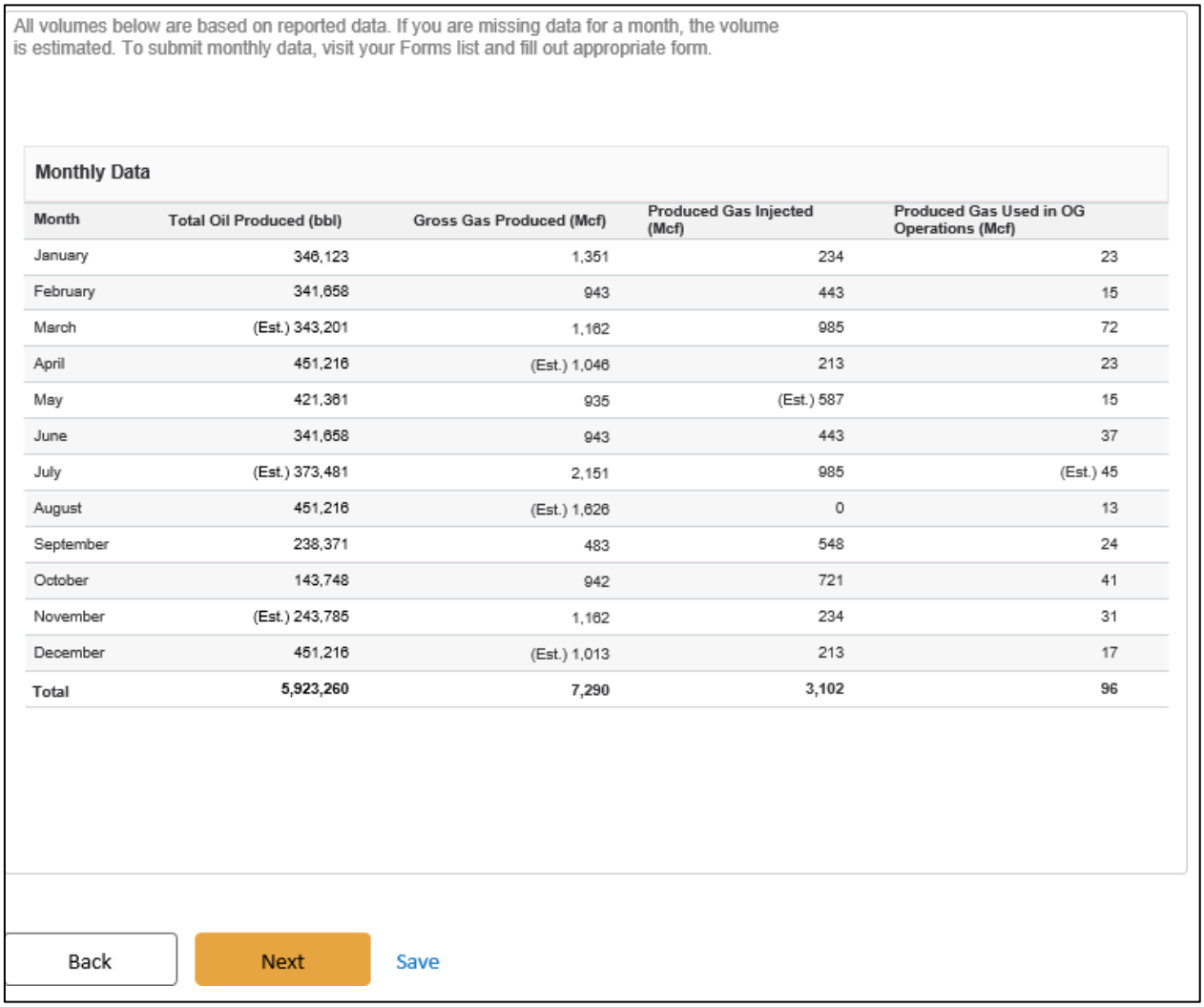
1. Submit and Review Annual Production Data


Form Navigation
1. Form Information
2. Operator Information
3. Monthly Data
4. Annual Production
5. Document Upload
6. Form Submit
7. Confirmation
8. Review Comments
9. Review



Step	Action	Required Fields
1.	Review organization details for correctness. *Note*: changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click “Actions”.	
4.	Click “Add Contact”	
5.	Complete contact info dialogue box that appears.	
6.	Click “Update”	
7.	Click “Next”	

M

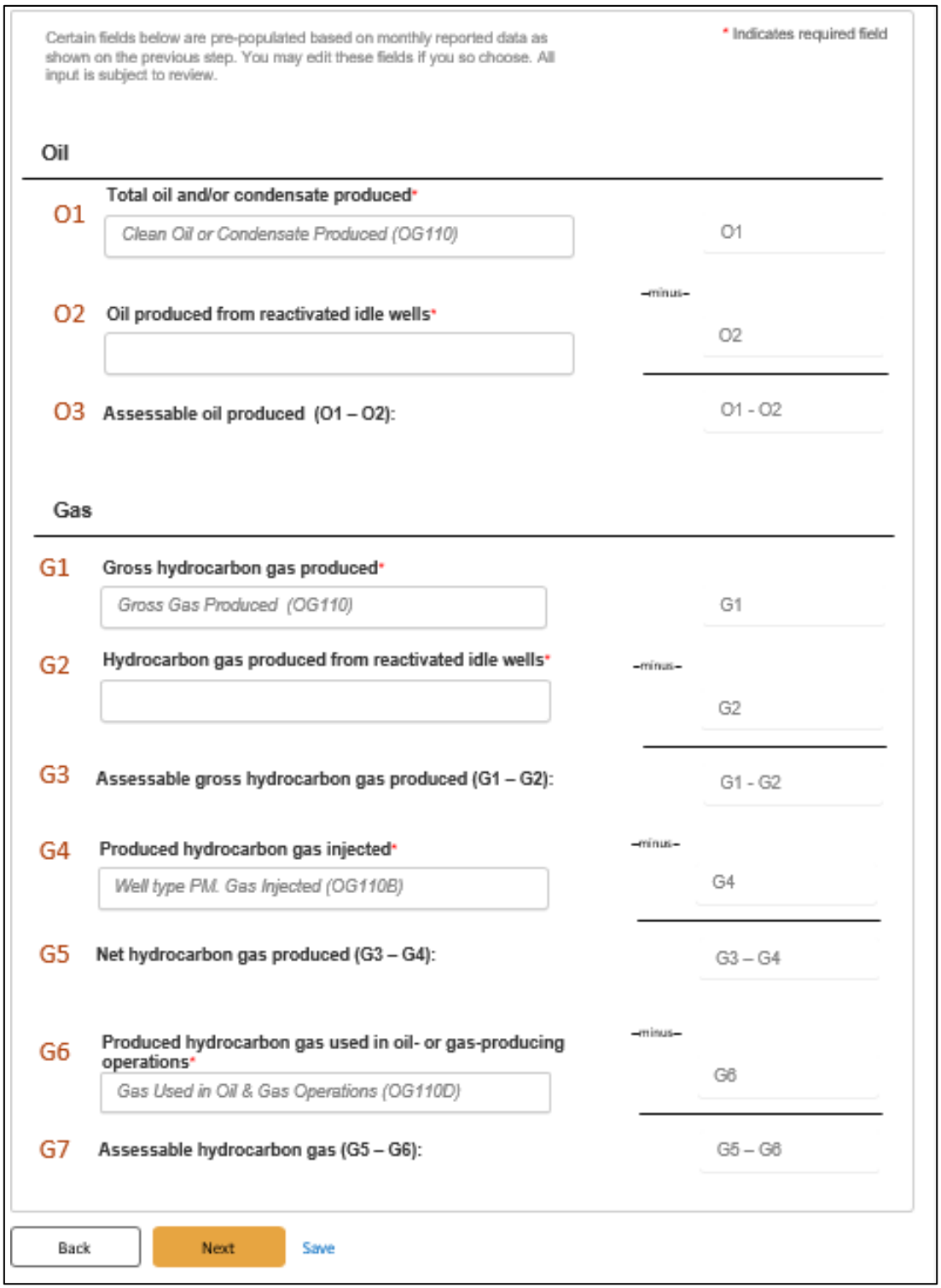

All volumes below are based on reported data. If you are missing data for a month, the volume is estimated. To submit monthly data, visit your Forms list and fill out appropriate form.

Monthly Data

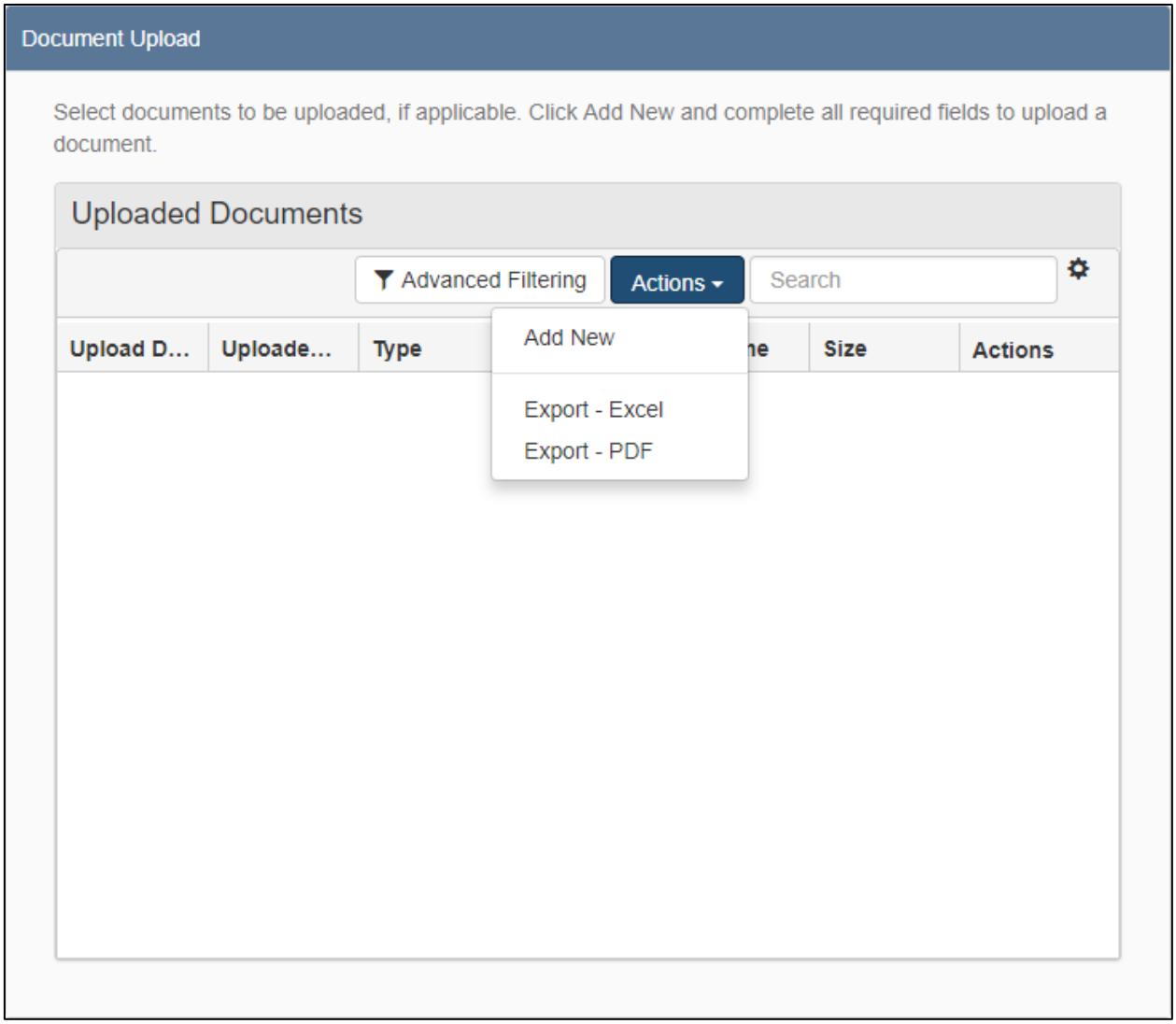
Month	Total Oil Produced (bbl)	Gross Gas Produced (Mcf)	Produced Gas Injected (Mcf)	Produced Gas Used in OG Operations (Mcf)
January	346,123	1,351	234	23
February	341,658	943	443	15
March	(Est.) 343,201	1,162	985	72
April	451,216	(Est.) 1,046	213	23
May	421,361	935	(Est.) 587	15
June	341,658	943	443	37
July	(Est.) 373,481	2,151	985	(Est.) 45
August	451,216	(Est.) 1,626	0	13
September	238,371	483	548	24
October	143,748	942	721	41
November	(Est.) 243,785	1,162	234	31
December	451,216	(Est.) 1,013	213	17
Total	**5,923,260**	**7,290**	**3,102**	**96**

Back Next Save

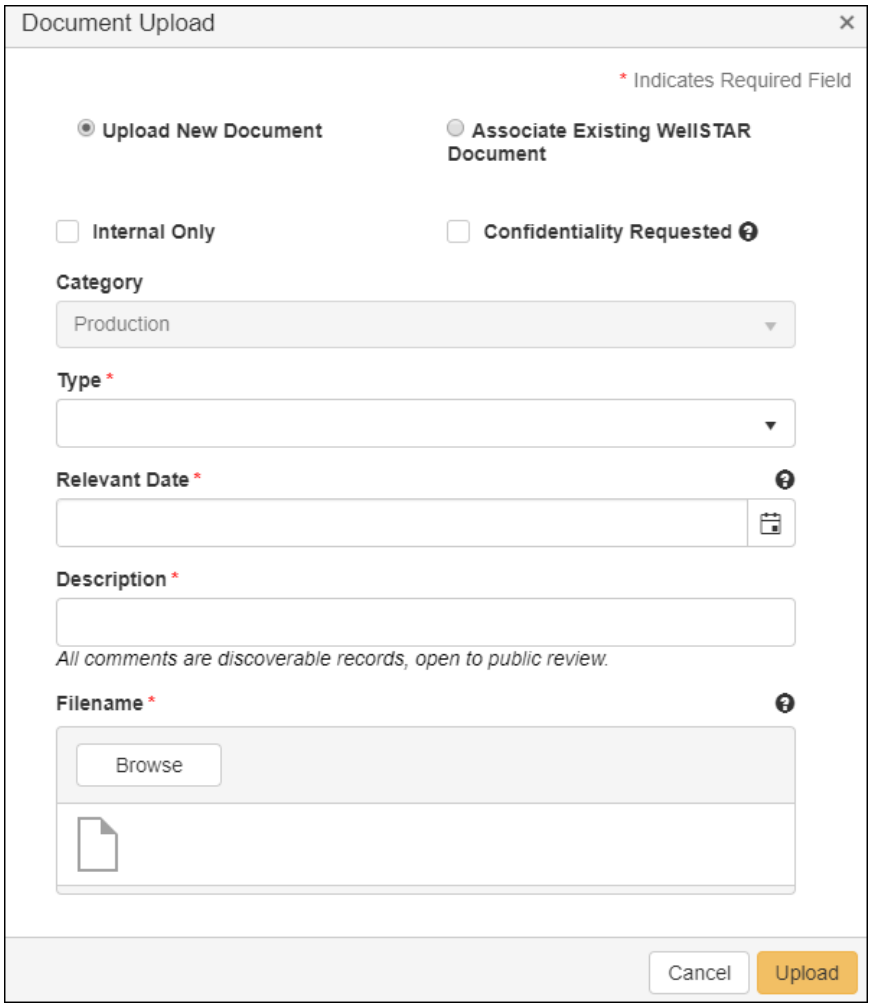
Step	Action	Required Fields
1.	Review Monthly Data for correctness *Note*: Changes cannot be made to monthly data here. Use the Monthly Production form for the corresponding data that needs to be updated.	
2.	Click “Next”	



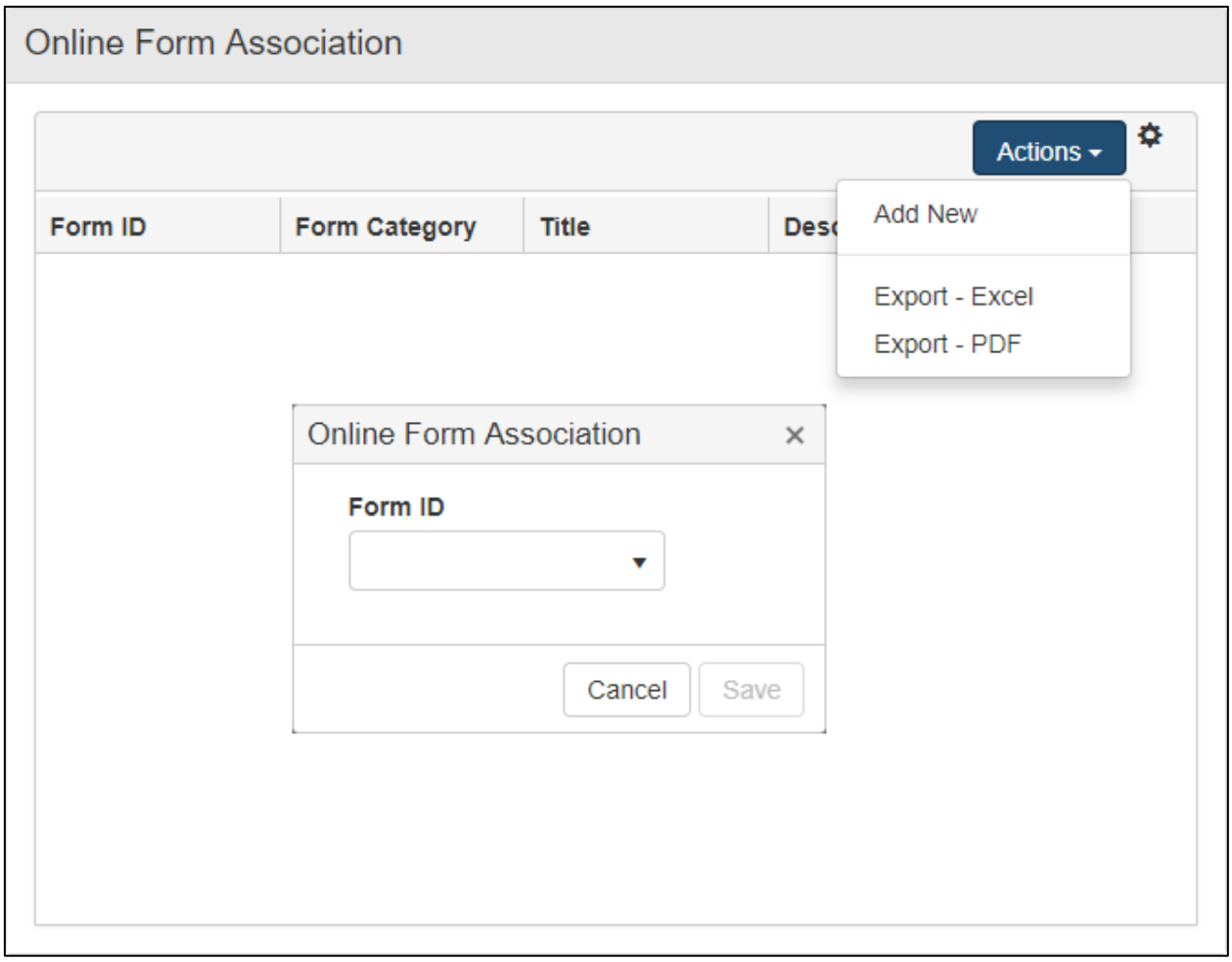
Step	Action	Required Fields
1.	Enter annual production data. *Note:* O3, G3, G5 and G7 data fields	
2.	Click “Next”	



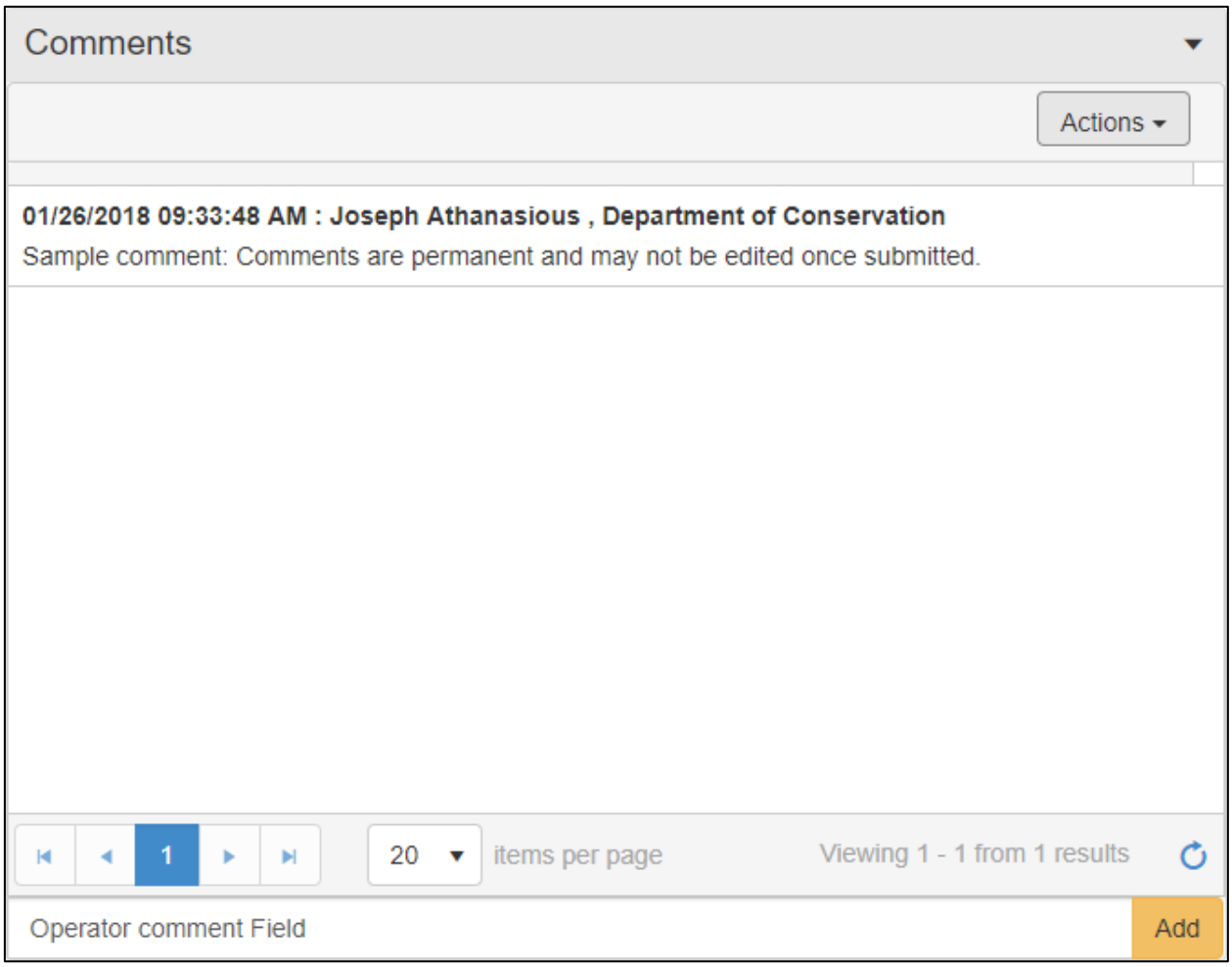
Step	Action	Required Fields
1	Click “Actions”	
2	Click “Add New”	



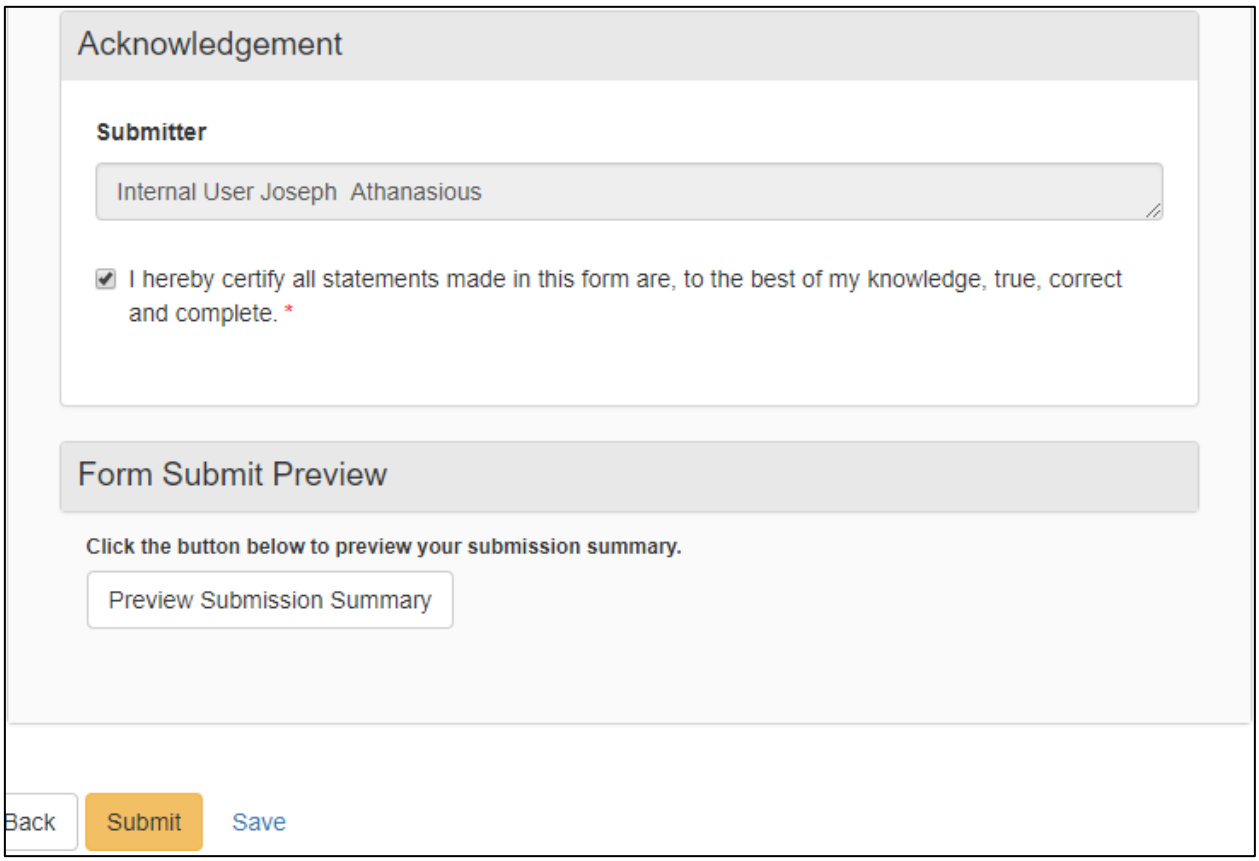
Step	Action	Required Fields
1.	Complete all required fields for document upload.	
2.	Click “Upload”	
3.	Click “Next”	



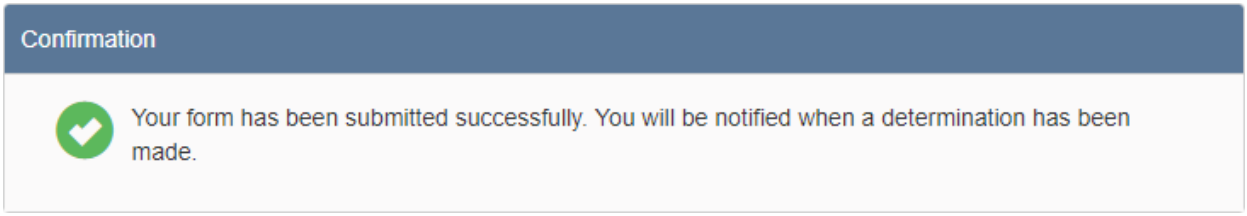
Step	Action	Required Fields
1.	Click “Actions”	
2.	Click “Add New”	
3.	Type Form ID or Form Description to locate the form you wish to associate within the dropdown menu.	
4.	Click “Save”	

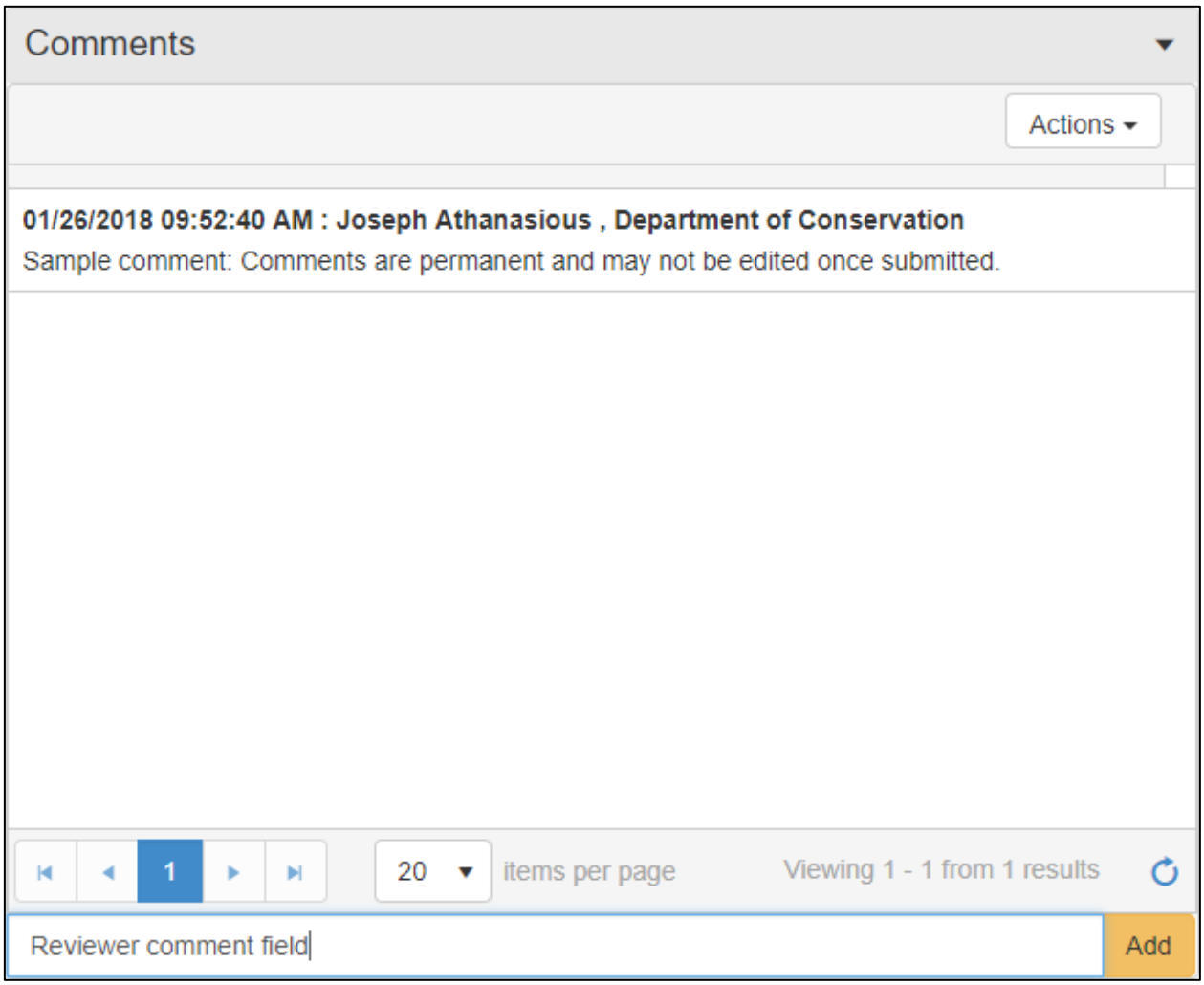


Step	Action	Required Fields
1.	Type the desired comment within the operator comment field.	
2.	Click “Add” *Note:* Any comment added cannot be edited or deleted. COMMENTS ARE PERMANENT	
3.	Click “Next”	



Step	Action	Required Fields
1.	Click “Preview Submission Summary” to review all previously submitted information within current form. *Note:* This step is not required to complete submission but is recommended.	
2.	Click check box within the Acknowledgement box.	
3.	Click “Submit” to complete submission.	
4.	A confirmation message will be shown. See screenshot below.	





Step	Action	Required Fields
1.	Review existing comments. To add a new comment, type the desired comment within the reviewer comment field.	
2.	Click “Add” *Note:* Any comment added cannot be edited or deleted. COMMENTS ARE PERMANENT	
3.	Click “Next”	