



User Reference Guide

Production Data

Table of Contents

COURSE OVERVIEW.....	3
COURSE DESCRIPTION	3
1 SUBMIT MONTHLY AND QUARTERLY PRODUCTION DATA.....	4
1.1 STARTING MONTHLY AND QUARTERLY PRODUCTION DATA FORMS	4
1.2 FORM SPECIFIC DATA ENTRY	9
1.3 COMPLETION/SUBMISSION AND REVIEW OF MONTHLY AND QUARTERLY FORMS.....	22
2 SUBMIT ANNUAL PRODUCTION DATA.....	28

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.

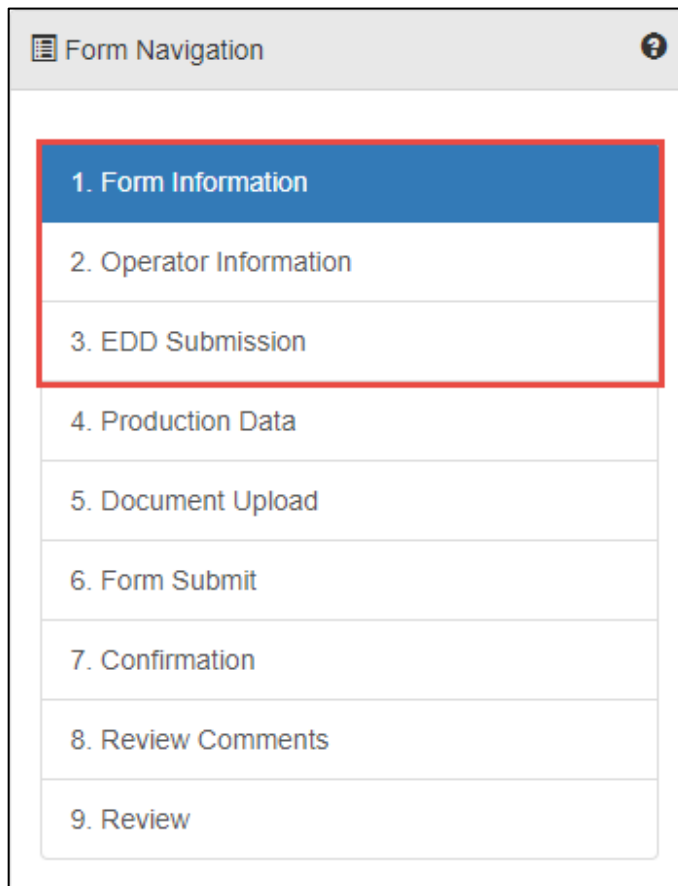
1 SUBMIT MONTHLY AND QUARTERLY PRODUCTION DATA

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



The image shows a 'Form Navigation' sidebar menu. It contains a list of nine steps: 1. Form Information, 2. Operator Information, 3. EDD Submission, 4. Production Data, 5. Document Upload, 6. Form Submit, 7. Confirmation, 8. Review Comments, and 9. Review. Steps 1, 2, and 3 are grouped together and highlighted with a red rectangular border. Step 1 is also highlighted with a blue background.

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

Production Data

14
 Explore Data
 Forms
 Tools
 Maps
 Advanced Search

Home
 Hello William Schmidt, Department of Conservation

Home
 Help

My Tasks
 Tasks
 Alerts
 Online Forms
 Forms In Progress
 Forms Submitted

Advanced Filtering
 Search
 Settings

Form Name ↑	Form Category	Purpose	Version	Count
Neighborhood Notification Information	Well Stimulation	Information in WellSTAR	1	1
Notice of Intention	Well	Apply for a Permit to Drill/Rework/Abandon a Well	4	5635
OG110 Monthly Production	Production	Form used to report monthly production data from Operators.	1	1486
OG110B Monthly Injection	Production	Form used to report monthly injection data from Operators.	1	841
OG110D Monthly Disposition	Production	Form used to report monthly disposition data from Operators.	1	206
Operator Incident Report	Incidents	Allows users to create and maintain Incidents	1	101
Operator Total Liability	Bond	Document total liability per Operator	1	516
Organization Questionnaire	Entity	Create or Maintain Entity Information	1	930

1
 2
 3

20
 items per page

Viewing 21 - 40 from 46 results

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

Online Forms : OG110 Monthly Production

Hello Joseph Athanasious, Department of Conservation

OG110 Monthly Production

Form Navigation

1. Form Information

Form Information

Complete the fields below.

Complete the required data fields

* Indicates required field

Organization *

Reporting Period

Month * Year *

Description *

Cancel Save & Continue

Click Save and Continue when data has been completed

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.	

Production Data

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. * Indicates required field

Organization Name

Anacapa Oil Corporation

Type of Organization

Corporation

Organization Primary Address

5403 Franklin Rd.
Yuba City, CA 95992

Organization Primary

Is this contact already in WellSTAR?

Contact Role *

Find Person *

Contact Name

Phone Number

Email

Update

Cancel

Form Contacts

Name	Role	Submitter	Agent
Joseph Athanasious			

Actions

Add Contact

Click next

Back

Next

Save

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note:</i> 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"	

Page 7

EDD Submission

You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below. * Indicates required field

Do you wish to submit OG110 Monthly Production data using an Electronic Data Deliverable (EDD) template?

☒ Yes
 ☐ No

Choose yes or no. If yes, download the template and complete it using the instructions within the template.

Step 1: [Download the EDD template.](#)

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

Select files...

Upload the file using the "Select Files..." button

Click Next to upload EDD. See template for specific instructions on filling out the fields.

Please note that upon clicking "Next" below, this form will close while WellSTAR processes your EDD submission. Please navigate to the "Forms in Progress" section of your home page to resume completing this form once the EDD submission has finished processing.

Back

Next

Save

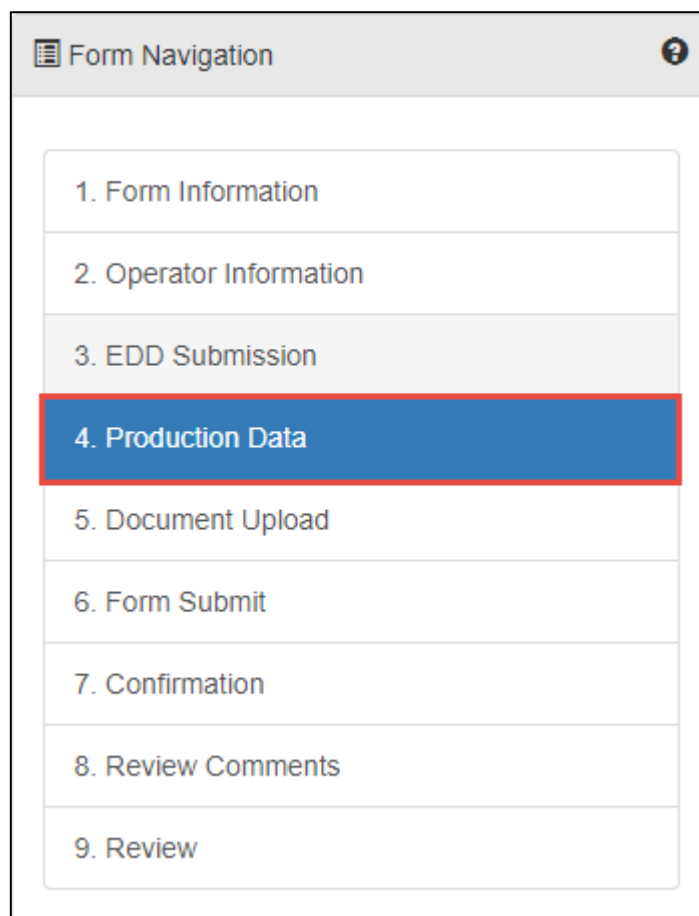
Step	Action	Required Fields
1.	Select whether you will submit using the Electronic Data Deliverable (EDD) template or continue with submission of data using the online form.	
2.	If using EDD, select yes. If no is selected, click next.	
3.	Download the EDD template using the blue hyperlink	
4.	Fill out 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



The image shows a 'Form Navigation' sidebar menu. It contains a list of nine steps: 1. Form Information, 2. Operator Information, 3. EDD Submission, 4. Production Data, 5. Document Upload, 6. Form Submit, 7. Confirmation, 8. Review Comments, and 9. Review. Step 4, 'Production Data', is highlighted with a blue background and a red border. A question mark icon is visible in the top right corner of the navigation panel.

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

1. OG110 Monthly Production Data

Production Data

The list below includes only production wells. Enter complete production data for each row. Rows containing errors will not be submitted. Warnings do not prohibit row submission. Data descriptions are available via Online Help or on the EDD template.

☐ API

PCWT

Well

status

Valid...

Actions

Step	Action	Required Fields
1.	Click "Actions"	
2.	Click "Add Well"	

Well Production Data

* Indicates Required Field

API *

Field *

Area *

PCWT *

Well Designation *

Well Type *

Reason Well not on Prod *

No. of Days Well Produced *

Clean Oil or Condensate Produced (BBL) *

Gravity of Oil *

Gross Gas Produced (Mcf) *

BTU *

Water Produced (BBL) *

Casing Pressure (psi) *

Tubing Pressure (psi) *

Method of Operation *

Water Disposition *

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

2. OG110B Monthly Injection Data

Injection Data

☐ **API** **PCWT** **Well N** **Status** **Actions**

Step	Action	Required Fields
1.	Click "Actions"	
2.	Click "Add Well"	

Well Injection Data ✕

* Indicates Required Field

API *	Field *	Area *	PCWT *	Well Designation *	Well Type *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason Well Not Injecting *	No. of Days Well Injected *	Water or Steam Injected (bbl) *	Gas or Air Injected (Mcf) *		
<input type="text" value="0 - Op..."/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Surface Injection Pressure *	Casing Pressure(psi) *	Kind Of Water *	Source of Water Code *		
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0 - Not ..."/>	<input type="text" value="0 - Not ..."/>		

Step	Action	Required Fields
1.	Enter applicable Well Injection Data ("PCWT" will be automatically populated) <i>Note: Data descriptions can be located in the online help section or the EDD template.</i>	
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

Disposition Data [Hide Form Navigation]

The list below includes fields associated with your operations. Enter complete disposition data for each row. Errors must be cleared in order to proceed. Warnings do not need to be cleared to proceed. Data descriptions are available via Online Help or on the EDD template.

Advanced Filtering Actions Search

	Field Name	Field Code	District	Oil Used in OG Op.(bbl)	Gas Used in OG Op. (...)	Gas Blown to Air (Mcf)	Actions
<input type="checkbox"/>							<div> Add Field Export - Excel </div>

Step	Action	Required Fields
1.	Click "Add Field"	

Field Disposition Data ×

All fields are required.

Field Name	Field Code	District
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
Oil Used in Oil & Gas Operations (bbl)	Gas Used in Oil & Gas Operations (Mcf)	Gas Blown to Air (Mcf)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Update

Step	Action	Required Fields
1.	Enter all Field Disposition Data (all data fields required) <i>Note: Data descriptions can be located in the online help section or the EDD template.</i>	
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

Water Production Data
[Hide Form Navigation]

Enter complete water production data for each row. Rows containing errors will not be submitted. Warnings do not prohibit row submission. Data descriptions are available via Online Help or on the EDD template.

Advanced Filtering
Actions ▾
⚙

API	Pool Code	Pool Wel...	Total Wat...	Status	Validation

Add Well

Export - Excel

Export - PDF

Step	Action	Required Fields
1.	Click "Actions"	
2.	Click "Add Well"	

Well Water Production Data
[Hide Form Navigation]

* Indicates Required Field

Field Name *

▾

Area *

▾

Lease

▾

Well Designation *

▾

API *

▾

Pool

Pool Code

Pool Well Type

Total Water Produced (bbl) *

0

▲
▼

Calculated Water Produced (bbl)

0

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). <i>Note:</i> Data descriptions can be located in the online help section or the EDD template.	

Production Data

Water Disposals

Produced...

Water Pro...

If Untreat...

IS Water t...

Advanced Filtering

Actions ▾

Add Water Disposal Method for Well

Export - Excel

Export - PDF

Cancel

Save

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

Production Data

Water Disposal

* Indicates required field

Produced Water Disposal Method *

Water Produced (bbl) *

If Untreated, is water suitable for Domestic or Irrigation Use? *

Is Water to be Treated by Operator? *

Water Treatment

De-Oiling

Disinfection

Desalinization

Membrane treatment

Other treatment

Name of Disposal Recipient

Type of Disposal Recipient

Cancel

Update

Step	Action	Required Fields
1.	Enter all required Water Disposal Data for each well. <i>Note:</i> 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

Water Injection Data

Enter complete Water Injection data for each row. Rows containing errors will not be submitted. Warnings do not prohibit row submission. Data descriptions are available via Online Help or on the EDD template.

Advanced Filtering
Actions ▾

Fi...	W...	API	P...	P...	P...	St...

Add Well

 Export - Excel
 Export - PDF

Step	Action	Required Fields
1.	Click "Actions"	
2.	Click "Add Well"	

Water Injection Data

* Indicates required field

Field Name *

Lease *

Well Designation *

API *

Pool

Pool Code

Pool Well Type

Total Water Injected (bbl) *

Calculated Total Water Injected (bbl)

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). <i>Note:</i> Data descriptions can be located in the online help section or the EDD template.	

Production Data

Water Sources

Advanced Filtering

Actions ▾

Water So...	Water or ...	If Untreat...	Has Wate...	Errors

Add Water Source for Well

Export - Excel

Export - PDF

Cancel

Save

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

Production Data

Water Source

* Indicates required field

Water Source Code *

Type of Water Source

Name of Water Source

Water or Steam Injected (bbl) *

If Untreated, is water suitable for Domestic or Irrigation Use? *

Has Water been Treated by Operator? *

Water Treatment

De-Oiling

Disinfection

Desalinization

Membrane treatment

Other treatment

Cancel

Update

Step	Action	Required Fields
1.	Enter all required Water Disposal Data for each well. <i>Note:</i> 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

Water Allocation Fields
[Hide Form Navigation]

Enter complete Water Allocation data for each row. Rows containing errors will not be submitted. Warnings do not prohibit row submission. Data descriptions are available via Online Help or on the EDD template.

⌵ Advanced Filtering
Actions ▾

Field Name	Total Wat...	Calculate...	Status	Add Field	Actions

Step	Action	Required Fields
1.	Click "Actions"	
2.	Click "Add Field"	

Production Data

Water Source Data

Field Name *

Total Water (bbl) *

Calculated Total Water (bbl)

0

Water Sources

Advanced Filtering

Actions

Water ...

Water (...)

If Untre...

Has Wa...

At the ...

Add Water Source for Field

Export - Excel

Export - PDF

Cancel

Save

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

Production Data

Water Source Data

Water Source Code

If Untreated, is water suitable for Domestic or Irrigation Use?

At the Time of this Report, is Water in Storage Onsite?

Water (bbl)

Has Water been Treated by Operator?

Water Treatment

☐ De-Oiling
☐ Disinfection
☐ Desalinization
☐ Membrane Treatment
☐ Other Treatment

Intended Use of Water

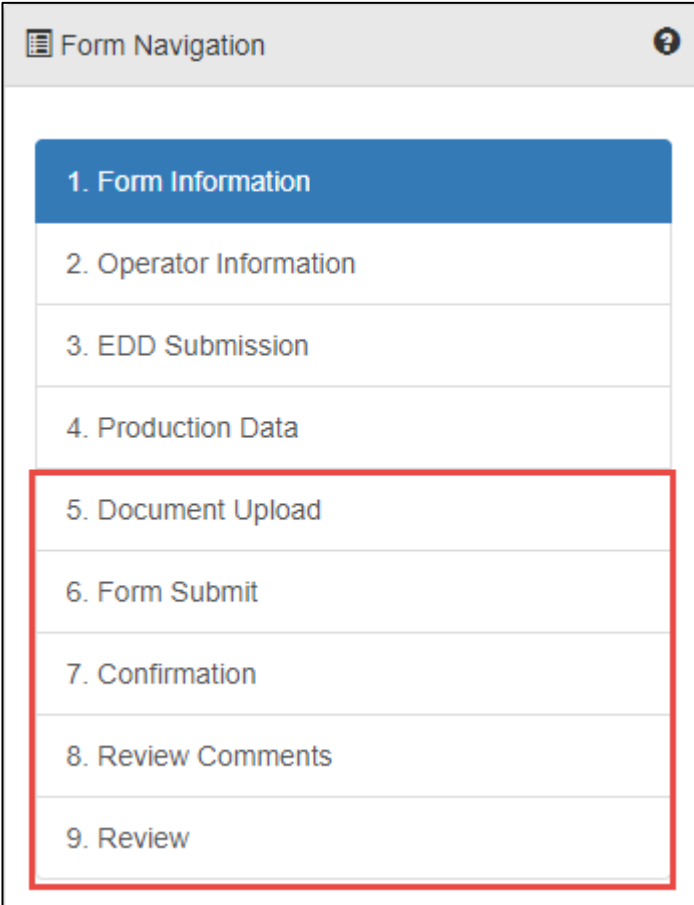
Cancel

Update

Step	Action	Required Fields
1.	Enter all required Water Disposal Data for each well. <i>Note:</i> 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.



The image shows a 'Form Navigation' sidebar menu. It has a title bar with a document icon and a question mark icon. Below the title bar is a list of nine steps. The first step, '1. Form Information', is highlighted with a blue background. The remaining steps are listed in white boxes with grey borders. A red rectangular box highlights the last five steps: '5. Document Upload', '6. Form Submit', '7. Confirmation', '8. Review Comments', and '9. Review'.

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

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering

Actions

Search

Upload D...

Uploade...

Type

ne

Size

Actions

Add New

Export - Excel

Export - PDF

Step	Action	Required Fields
1.	Click "Actions"	
2.	Click "Add New"	

Page 23

Production Data

Document Upload

* Indicates Required Field

☒ Upload New Document
☐ Associate Existing WellSTAR Document

☐ Internal Only
☐ Confidentiality Requested ?

Category

Production

Type *

Relevant Date * ?

Description *

All comments are discoverable records, open to public review.

Filename * ?

Browse

Cancel
Upload

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

Online Form Association

Actions ▾

⚙

Form ID	Form Category	Title	Description
---------	---------------	-------	-------------

Add Form

Online Form Association

×

Form ID or Form Description

▾

Cancel

Save

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"	

Comments

Actions

01/26/2018 09:33:48 AM : Joseph Athanasious , Department of Conservation
Sample comment: Comments are permanent and may not be edited once submitted.

1

20

items per page

Viewing 1 - 1 from 1 results

Add

Step	Action	Required Fields
1.	Type the desired comment within the operator comment field.	
2.	Click "Add" <i>Note:</i> Any comment added cannot be edited or deleted. COMMENTS ARE PERMANENT	

Acknowledgement

Submitter

Internal User Joseph Athanasious

☒ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

Back


Submit

Save

Step	Action	Required Fields
1.	Click "Preview Submission Summary" to review all previously submitted information within current form. <i>Note:</i> 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.	

Confirmation

[Hide Form Navigation]



Your 110FQ Quarterly Other Water Allocation form 651682 has been submitted successfully. Your submission is subject to CalGEM review. You will receive a notification when the review is complete.

Comments

Actions

01/26/2018 09:52:40 AM : Joseph Athanasious , Department of Conservation
Sample comment: Comments are permanent and may not be edited once submitted.

1

20
items per page

Viewing 1 - 1 from 1 results

Reviewer comment field

Add


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" <i>Note:</i> 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

Production Data

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. * Indicates required field

Organization Name

Anacapa Oil Corporation

Type of Organization

Corporation

Organization Primary Address

5403 Franklin Rd.
Yuba City, CA 95992

Organization Primary

Form Contacts

Name

Joseph Athanasious

Contact Info

Is this contact already in WellSTAR?

Contact Role *

Find Person *

Contact Name

Phone Number

Email

Update

Cancel

Actions

Add Contact

Role

Submitter

Agent

Click next

Back

Next

Save

Click "actions", then "add contact" and complete the dialog box that appears

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note:</i> 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"	

Page 30

Production Data

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 <i>Note:</i> 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"	

Production Data

Certain fields below are pre-populated based on monthly reported data as shown on the previous step. You may edit these fields if you so choose. All input is subject to review. * Indicates required field

Oil

O1 Total oil and/or condensate produced*

Clean Oil or Condensate Produced (OG110)

O2 Oil produced from reactivated idle wells*

O3 Assessable oil produced (O1 – O2):

O1

–minus–

O2

O1 – O2

Gas

G1 Gross hydrocarbon gas produced*

Gross Gas Produced (OG110)

G2 Hydrocarbon gas produced from reactivated idle wells*

G3 Assessable gross hydrocarbon gas produced (G1 – G2):

G4 Produced hydrocarbon gas injected*

Well type PM. Gas Injected (OG110B)

G5 Net hydrocarbon gas produced (G3 – G4):

G6 Produced hydrocarbon gas used in oil- or gas-producing operations*

Gas Used in Oil & Gas Operations (OG110D)

G7 Assessable hydrocarbon gas (G5 – G6):

G1

–minus–

G2

G1 – G2

–minus–

G4

G3 – G4

–minus–

G6

G5 – G6

Back

Next

Save

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

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering

Actions

Search

Upload D...	Uploade...	Type	ne	Size	Actions
-------------	------------	------	----	------	---------

Step	Action	Required Fields
1.	Click "Actions"	
2.	Click "Add New"	

Production Data

Document Upload

* Indicates Required Field

☒ Upload New Document

☐ Associate Existing WellSTAR Document

☐ Internal Only

☐ Confidentiality Requested ?

Category

Production

Type *

Relevant Date *

Description *

All comments are discoverable records, open to public review.

Filename *

Browse

Cancel

Upload

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

Online Form Association

Actions

Add New
Export - Excel
Export - PDF

Form ID	Form Category	Title	Description
<div> <div>Online Form Association</div> <div> <div>Form ID</div> <div> <input type="text"/> </div> </div> <div> <div>Cancel</div> <div>Save</div> </div> </div>			

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"	

Comments

Actions

01/26/2018 09:33:48 AM : Joseph Athanasious , Department of Conservation
Sample comment: Comments are permanent and may not be edited once submitted.

1

20

items per page

Viewing 1 - 1 from 1 results

Operator comment Field

Add

Step	Action	Required Fields
1.	Type the desired comment within the operator comment field.	
2.	Click "Add" <i>Note:</i> Any comment added cannot be edited or deleted. COMMENTS ARE PERMANENT	
3.	Click "Next"	

Acknowledgement

Submitter

Internal User Joseph Athanasious

☒ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary


Back

Submit

Save

Step	Action	Required Fields
1.	Click "Preview Submission Summary" to review all previously submitted information within current form. <i>Note:</i> 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.	

Confirmation



Your form has been submitted successfully. You will be notified when a determination has been made.

Comments

Actions

01/26/2018 09:52:40 AM : Joseph Athanasious , Department of Conservation
Sample comment: Comments are permanent and may not be edited once submitted.

1

20

items per page

Viewing 1 - 1 from 1 results

Reviewer comment field

Add

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" <i>Note:</i> Any comment added cannot be edited or deleted. COMMENTS ARE PERMANENT	
3.	Click "Next"	