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 section 7 of *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 conventions may be included after the above (e.g., TR0990001 JAN01PRF).

Search for a Well to Amend

1. Log in to OneStop with your username and password.

   > **Important**
   >
   > 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.

3. Click **Construct** in the top navigation bar. Select **Tour Submission**.
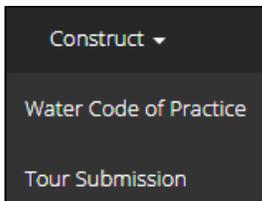
4. Search for the well by authorization number (well licence number). Click **Search**.

Well details appear in the Results section.

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

Amend a Tour Report

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

2. The Licence Number window opens. In the Amend Tour Submissions section, check the **box** beside the tour report you wish to amend. Click **View**.

Details appear in the Tour Submission Details section.
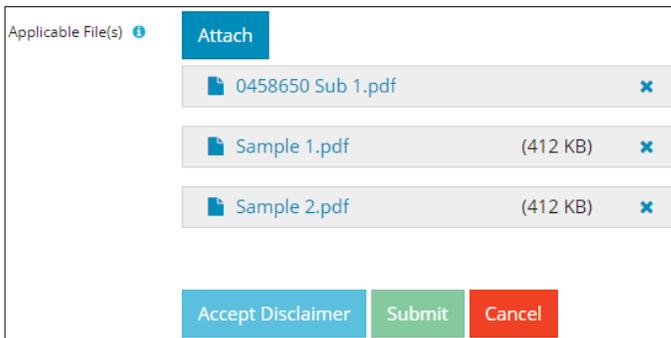
3. Review the details ensuring the correct report was selected. You may also click on any attached files and view them.

Applicable File(s) ⓘ | 📄 T,0329960,00_03-20-047-2...

4. Click **Amend.** Amend

5. A message appears confirming your intent to amend your tour submission. Click **Yes**.

Confirm Amendment

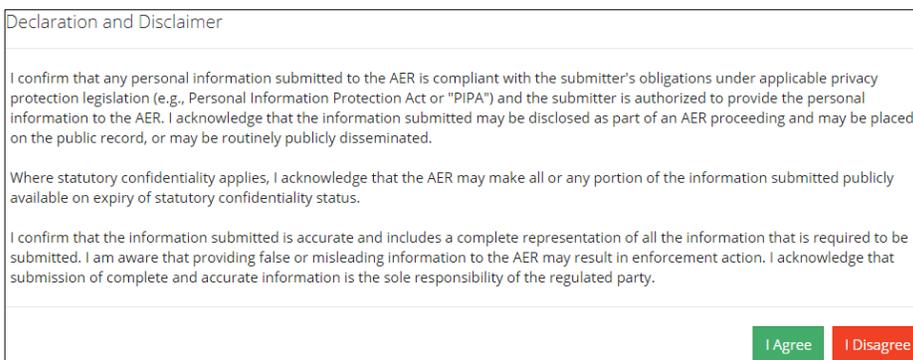❓ Are you sure you would like to amend this Tour submission?

No Yes
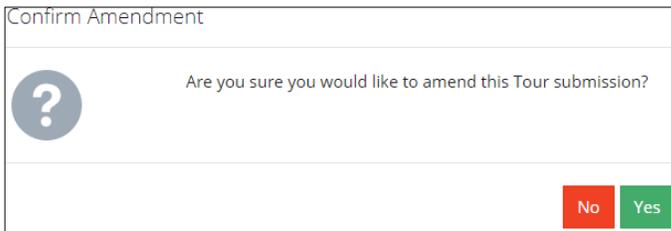
6. Click **Attach** to add files to your submission. Locate the required PDF files to be submitted. There must be at least one attachment, but multiple files may be uploaded, if needed.

Applicable File(s) ⓘ Attach

📄 0458650 Sub 1.pdf ✖

📄 Sample 1.pdf (412 KB) ✖

📄 Sample 2.pdf (412 KB) ✖

Accept Disclaimer Submit Cancel

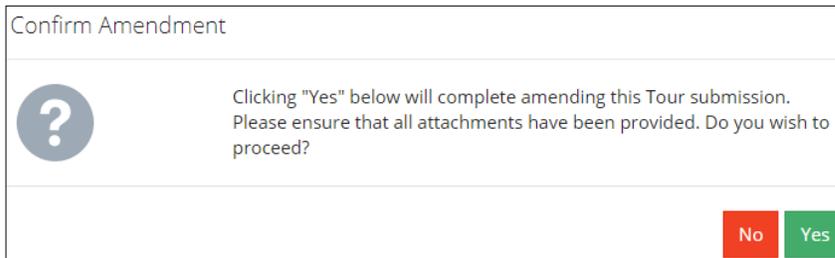a) Optional: To remove files, click **x**.

7. Click **Accept Disclaimer**. Accept Disclaimer

8. The Declaration and Disclaimer message appears to confirm your submission is accurate. Click **I Agree** to proceed with your submission.

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.

I Agree I Disagree

9. The Declaration and Disclaimer window closes and OneStop returns you to the Tour Report Submission Details section. Click **Submit**.
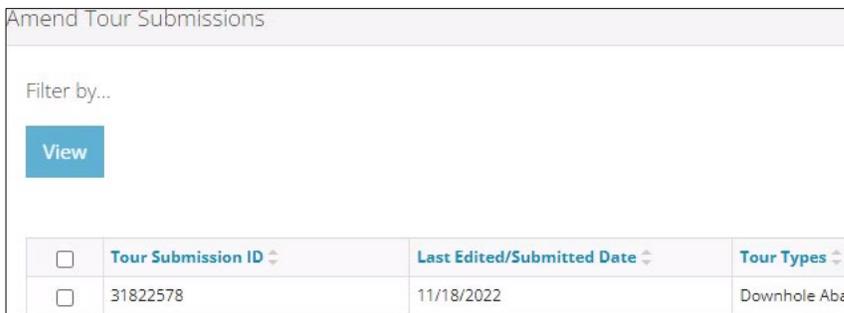
Submit

10. A message appears to confirm completion of your tour submission. Click **Yes**.

Confirm Amendment

? Clicking "Yes" below will complete amending this Tour submission. Please ensure that all attachments have been provided. Do you wish to proceed?

No   Yes

11. A message appears indicating a complete amendment. Click **OK** to close the message box.

Amendment Complete   ×

ⓘ   Thank you for amending this Tour submission.

OK
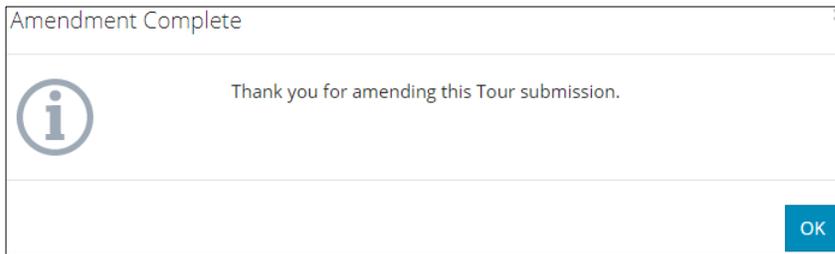
The amended submission appears in the Amend Tour Submissions section displaying a revised edited date.

Amend Tour Submissions

Filter by...

View

	Tour Submission ID ⇕	Last Edited/Submitted Date ⇕	Tour Types ⇕
☐	31822578	11/18/2022	Downhole Aba

Resources

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