

Completing a Well Licence Information Update

» Intended User: Well licence applicants

Overview – Well Licence Information Update (Post-Rig Release)

This quick reference guide (QRG) describes how to update well licence information in OneStop.

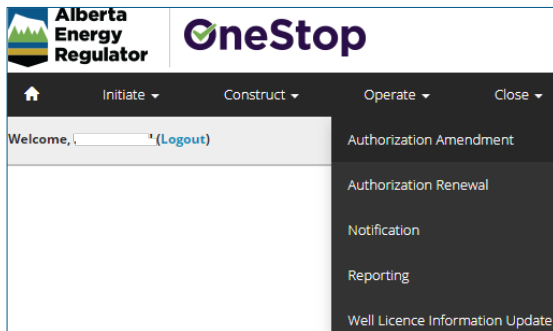
Two types of information updates, surface and/or subsurface, may be submitted.

For surface information updates, a single well point shapefile is required for all well licences issued in OneStop.

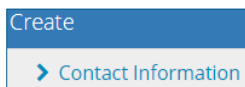
You must be logged in to OneStop and begin the process from the main landing page.

Begin Information Update

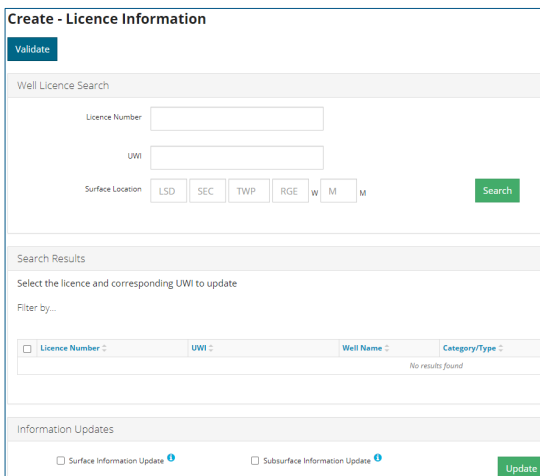
1. Click **Operate** in the top navigation bar. Select **Well Licence Information Update**.



2. Complete the General screen - **Contact Information**.



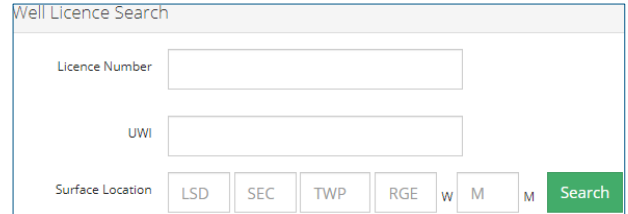
3. Click **Next**. **Next** The Create – Licence Information screen appears.



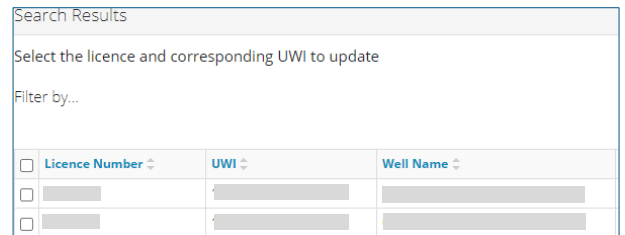
Search for a Licence

Search for an eligible licence from the Well Licence Search pane.

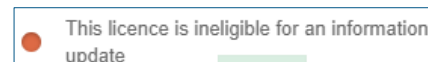
1. Enter a licence number, unique well identifier (UWI), or surface location.



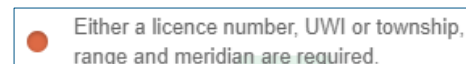
2. Click **Search**. Results appear in the Search Results pane.



If the licence is not eligible for an information update, an error message appears, and no results are returned in the search.

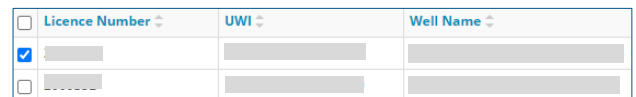


If incomplete or invalid search parameters are used, an error message appears, and no results are returned.



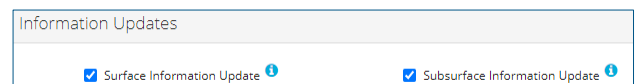
Create Information Update Submission


1. Check the box beside the licence number/UWI you wish to update. Only **one** event (UWI) per submission may be selected.



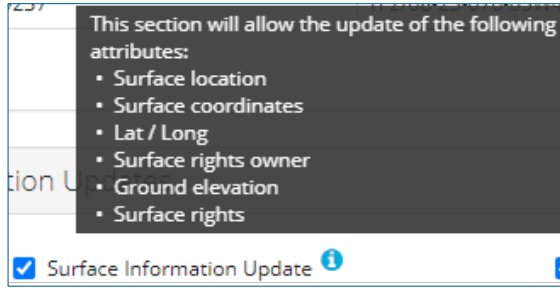
<input type="checkbox"/>	Licence Number	UWI	Well Name
<input checked="" type="checkbox"/>	12345	67890	ABCDEF
<input type="checkbox"/>	12345	67890	ABCDEF

2. Select the type of information update. Choose one or both.

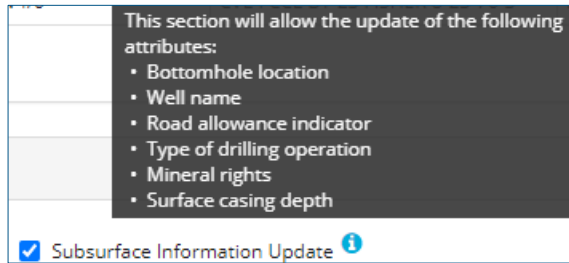


- a) Click the information icon beside each update type for more details. 

Surface Information Update




Subsurface Information Update

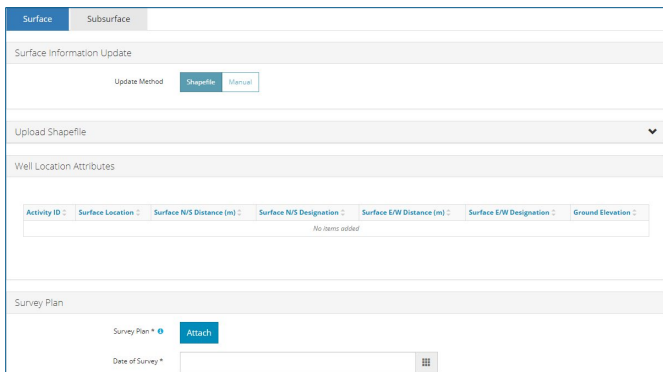


3. Click **Update**. 

At this point, no additional selections or deletions can be made.

4. Click **Next** and proceed with the application. 

Update Surface Information



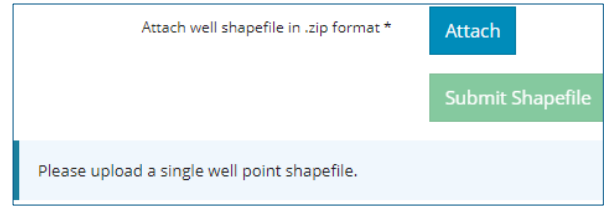
- For Onestop issued licences, the update method defaults to Shapefile; a shapefile must be submitted.
- For legacy licences, the update method defaults to Manual. Manual or Shapefile update methods can be selected for legacy licences.

Shapefile

Update Method

Shapefile Manual

1. Click **Attach** to upload a shapefile.



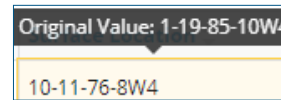
Detailed shapefile instructions are outlined in *Importing Digital Spatial Data into OneStop Well Licences* located on the OneStop Help page.

- a) Well location attributes are populated from the submitted shapefile. Any value(s) populated from the shapefile that are different from the current licence record are highlighted in yellow.

Activity ID	Surface Location	Surface N/S Distance (m)	Surface N/S Designation	Surface E/W Distance (m)
31012130	10-11-76-8W4	472.4	South of North	487.7

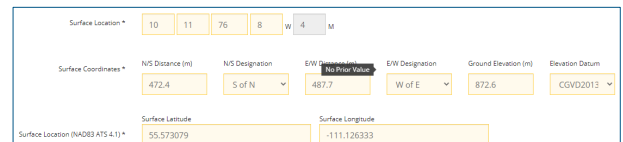
- b) Hover over any highlighted field to view the original value.

Values populated from the shapefile cannot be manually changed.

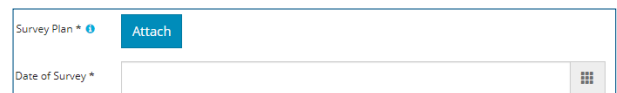



2. Click **Analyze**. 

The Surface Information Update pane displays values populated from the shapefile.



3. Survey Plan: Click **Attach** to add a valid survey plan.



4. Click **Validate** to check the page for errors. 

5. Click **Next**. 

6. The Confirmation – Validate and Submit screen is displayed. **Save** and/or **submit** the application.

Manual

Update Method Shapefile **Manual**

1. Survey Plan: Click **Attach** to add a valid survey plan.

Survey Plan * **Attach**
 Date of Survey *

2. Enter the surface information from the survey plan.

Surface Location * 1 23 70 3 W 4 M
 Surface Coordinates * N/S Distance (m) N/S Designation EW Distance (m) EW Designation Ground Elevation (m) Elevation Datum
 Capture Method *
 Surface Location (NAD83 ATS 4.1) * Surface Latitude 55.06797 Surface Longitude -110.340916
 Begin Manual Analysis * **Analyze**

Tip:

If the capture method is not identified on the survey plan or referenced in the Capture Method drop-down menu, select **SNK** (Source not known) from the drop-down menu.

Capture Method * **No Prior Value**
 SNK (source not known)
 CGWC (coordinate geometry with control)
 GNSS (GNSS non-differential)
 GNSSD (GNSS differential)
 ORTHO (orthophoto)
SNK (source not known)

3. Click **Analyze**. **Analyze**
4. Click **Validate** to check the page for errors. **Validate**
5. Click **Next**. **Next >**
6. The Confirmation – Validate and Submit screen is displayed. **Save** and/or **submit** the application.

Tip:

If completing a combination surface and subsurface information update, toggle between the updates by clicking **Surface** or **Subsurface** tabs. The selected update is highlighted in blue.

Questionnaire - Information Update
Validate
 Surface **Subsurface**

Update Subsurface Information

Values from the current licence record are populated in the fields.

Surface **Subsurface**
 Well Details
 Type of Drilling Operation * Directional
 Bottomhole Location * 8 23 70 3 W 4 M Proposed bottomhole location
 Bottomhole Location update is the result of a directional Survey * Yes No
 Current Well Name CVE FCCL B1-23 FISHER 8-23-70-3
 Discretionary Information
 New Well Name **Generate Well Name**
 Surface Casing Depth * 133.1
 Mineral Rights * Alberta Crown

1. Type of Drilling Operation: Click the field and select the type from the drop-down menu.

Type of Drilling Operation * Directional
 Horizontal
 Vertical
 Directional
 Slant
 Natural Drift

2. Bottomhole Location: Click each field to change the values.

Bottomhole Location * 8 23 70 3 W 4 M

3. Road Allowance: If the bottomhole is moving in or out of a road allowance, select **Yes** or **No**.

Proposed bottomhole location is within a road allowance * **Yes** **No**

- a) If **Yes**, click **Direction** field and select direction from the drop-down menu.

Proposed bottomhole location is within a road allowance * **Original Value: No** **Yes** **No**
 Direction * **Generate Well Name**

4. If the bottomhole has changed as the result of a directional survey, select **Yes** or **No**.

Bottomhole Location update is the result of a directional Survey * **Yes** **No**

5. Well Name: To change or update the well name, click **Discretionary Information** field. Enter the new name.

Current Well Name CVE FCCL B1-23 FISHER 8-23-70-3
 Discretionary Information **QRG**
 New Well Name CVE QRG FISHER 8-23-70-3 **Generate Well Name** **Clear Name**

- a) Click **Generate Well Name**. The new well name appears in the Discretionary Information field.

Generate Well Name

- 6. Surface Casing Depth: Click the field to update the surface casing depth.

Surface Casing Depth *	212
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- 7. Mineral Rights: To update the mineral rights, click the field and select mineral rights from the drop-down menu.

Mineral Rights *	Alberta Crown ▾
	Alberta Crown
	Freehold
	Both

- 8. Click **Validate** to check the page for errors. **Validate**

- 9. Click **Next**. **Next >**

- 10. The Confirmation – Validate and Submit screen is displayed. **Save** and/or **submit** the application.