

Completing a Well Licence Information Update

» Intended User: Well licence applicants

Overview

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

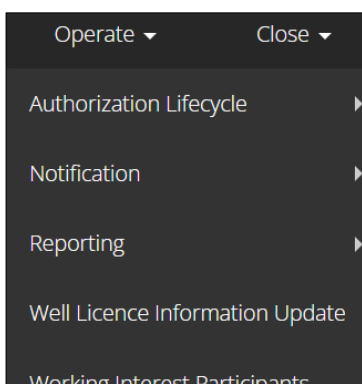
Two types of information updates, surface and/or subsurface, may be submitted.

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

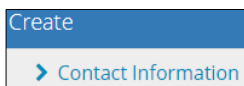
You must be logged in to OneStop and begin the process from the main landing page.

Begin Information Update

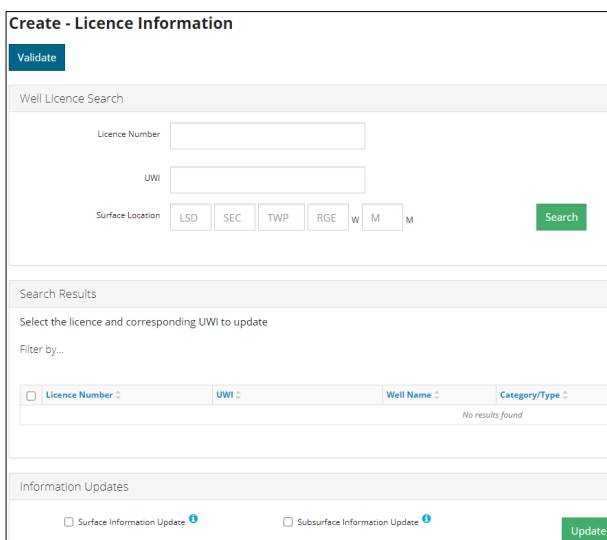
1. Click **Operate** in the top navigation bar. Select **Well Licence Information Update**.



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



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



Search for a Licence

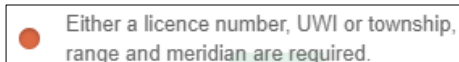
Search for an eligible licence from the Well Licence Search pane.

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

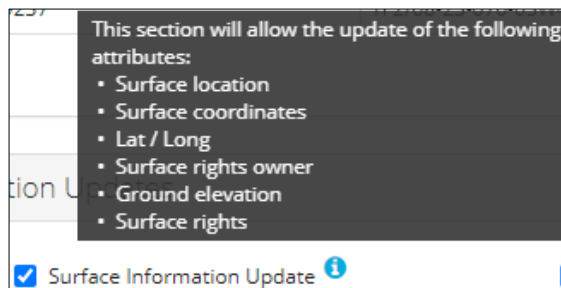
1. Check the **box** beside the licence number/UWI you wish to update. Only **one** event (UWI) per submission may be selected.

<input type="checkbox"/>	Licence Number	UWI	Well Name
<input checked="" type="checkbox"/>	██████████	██████████	██████████
<input type="checkbox"/>	██████████	██████████	██████████

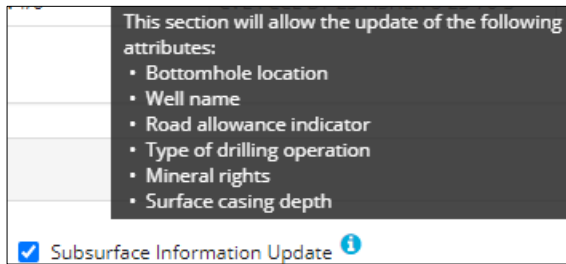
2. Select the type of information update. Choose one **or** both.



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

Surface Information Update

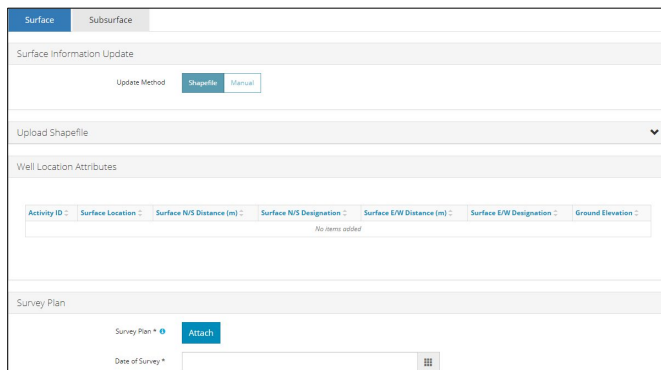


Subsurface Information Update



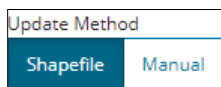
3. Click . At this point, no additional selections or deletions can be made.
4. Click  and proceed with the application.

Update Surface Information

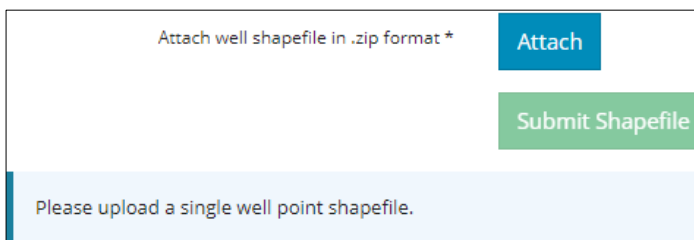


- For Onestop issued licences, the update method defaults to Shapefile; a shapefile must be submitted.
- For legacy licences, the update method defaults to Manual. Manual or Shapefile update methods can be selected for legacy licences.

Shapefile



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



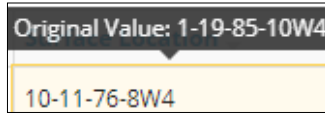
Detailed shapefile instructions are outlined in *Importing Digital Spatial Data into OneStop Well Licences* located on the OneStop Help page.

- 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.

Well Location Attributes				
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.

Surface Location *	10	11	76	8	W	4	M
Surface Coordinates *	N/S Distance (m)	N/S Designation	E/W Distance (m)	E/W Designation	Ground Elevation (m)	Elevation Datum	
	472.4	S of N	487.7	W of E	872.6	CGVD2013	
Surface Location (NAD83 ATS 4.1) *	Surface Latitude		Surface Longitude				
	55.573079		-111.126333				

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

Survey Plan *	Attach
Date of Survey *	<input type="text"/>

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

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

Manual

Update Method	Shapefile	Manual
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1. Survey Plan: Click **Attach** to add a valid survey plan.

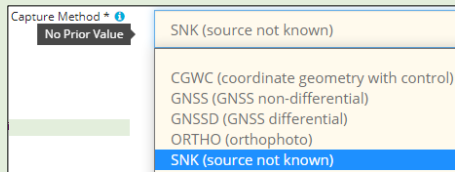
Survey Plan *	Attach
Date of Survey *	<input type="text"/>

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	E/W Distance (m)	E/W Designation	Ground Elevation (m)	Elevation Datum	
					730.4		
Capture Method *	<input type="text"/>						
Surface Location (NAD83 ATS 4.1) *	Surface Latitude			Surface Longitude			
	55.06797			-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.



3. Click **Analyze**.

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

5. 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.



Update Subsurface Information

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

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

The screenshot shows a form field labeled 'Type of Drilling Operation *'. A dropdown menu is open, displaying the following options: Directional (highlighted in blue), Horizontal, Vertical, Directional, Slant, and Natural Drift.

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

The screenshot shows a form field labeled 'Bottomhole Location *'. It consists of seven input boxes containing the following values: 8, 23, 70, 3, W, 4, and M.

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

The screenshot shows a form field labeled 'Proposed bottomhole location is within a road allowance *'. To the right of the text are two buttons: 'Yes' and 'No'.

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

The screenshot shows the same form field as above. A tooltip 'Original Value: No' is visible over the 'Yes' button. Below the buttons is a dropdown menu labeled 'Direction *' with a blue information icon and a downward arrow.

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

The screenshot shows a form field labeled 'Bottomhole Location update is the result of a directional Survey *'. To the right of the text are two buttons: 'Yes' and 'No'.

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

The screenshot shows a form section for 'Well Name'. It includes a 'Current Well Name' field with the value 'CVE FCCL B1-23 FISHER 8-23-70-3', a 'Discretionary Information' field with the value 'QRG', and a 'New Well Name' field with the value 'CVE QRG FISHER 8-23-70-3'. There are also 'Generate Well Name' and 'Clear Name' buttons.

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

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

The screenshot shows a form field labeled 'Surface Casing Depth *'. The input box contains the value 212.

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

The screenshot shows a form field labeled 'Mineral Rights *'. A dropdown menu is open, displaying the following options: Alberta Crown (highlighted in blue), Freehold, and Both.

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

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