

# Submitting Daily Reports (Tours) – Without Alert

Intended User: Submitters of workover and surface abandonment reports

## Overview

This quick reference guide (QRG) describes how to submit daily reports (tour reports) as PDF files in OneStop. This applies only to workover and surface abandonment operations.

### Important

- Reports must contain *at least* the minimum data requirements as detailed in section 7 of *Directive 059*.
- Only PDF files may be submitted.
- File names should begin with TR followed by the well license number, including lead zeroes, prefixes and suffixes (e.g., TRB0000321X or TR0990001).
- Other naming conventions may be added after following the format above (e.g., TR0990001 JAN01PRF).

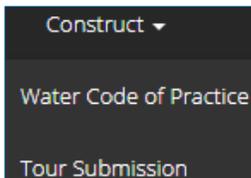
## Search for a Well

1. Log in to OneStop using 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. Enter the licence number in the Authorization ID field. Click **Search**.



The image shows a web form titled 'Authorization Search'. It has two main input areas: 'Authorization ID' with a blue search icon and a text box containing '2000060', and 'Surface Location' with a row of buttons: QTR, LSD, SEC, TWP, RGE, W, M, M. At the bottom left, there are two buttons: 'Search' (green) and 'Reset' (blue).

Search results appear in the Results section.

Results

Filter by...

Submission

<input type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input type="checkbox"/>	2000060	Well Licence	Issued

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

Reset

6. Check the **box** beside the required licence number. Click **Submission**.

Submission

<input checked="" type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input checked="" type="checkbox"/>	2000060	Well Licence	Issued

The Licence Number page opens.

**Important**

If a drilling, completion, or fracture alert appears in the table, **DO NOT** check the box next to the alert unless you are submitting the requested tour report associated with the alert.

Data submitted for a downhole abandonment will generate a completion alert. The tour report must be submitted through that alert.

7. Click **Other Tour Submission**.

Other Tour Submission

The Assessment Tour Report page opens.

Tour Report

Digital Data Submission ID

Start Date \*

End Date \*

Tour Type(s) \*  Preset  Drilling  Completion  Deepening  
 Fracturing  Workover  Downhole Abandon  Surface Abandon

Applicable UWI(s) \* Filter by... Show

Add Remove

<input type="checkbox"/>	Well Identifier	Well Name	Confidential Status	Finish Drill Date	Total Depth (m)
<input type="checkbox"/>	02/02	OWV TANGENT	Confidential	5/13/2022	1500
<input type="checkbox"/>	02/02	OWV TANGENT	Confidential	5/13/2022	1500
<input type="checkbox"/>	02/04	OWV DSTEST TANGENT	Confidential	5/13/2022	1500

Attach Applicable File(s) \* Attach

8. In the Tour Report section, enter the **Start Date** and **End Date** of the operation.

The screenshot shows two input fields for dates. The top field is labeled 'Start Date \*' with an information icon and a calendar icon. The bottom field is labeled 'End Date \*' with an information icon and a calendar icon.

9. Select the **Tour Type** being submitted.

The screenshot shows a form with the label 'Tour Type(s) \*' and an information icon. There are five radio button options: 'Preset', 'Drilling', 'Completion', 'Deepening', 'Fracturing', 'Workover', 'Downhole Abandon', and 'Surface Abandon'. The 'Workover' option is selected.

10. If applicable, select a **relevant unique well identifier (UWI)**.

<input type="checkbox"/>	Well Identifier	Well Name	Confidential Status
<input checked="" type="checkbox"/>	02/02-	OW TANGENT	Confidential
<input type="checkbox"/>	02/02-	OW TANGENT	Confidential
<input type="checkbox"/>	02/04	OW DTEST TANGENT	Confidential

11. Click **Attach** to include one or more applicable files. Locate the PDF(s) and attach them.

The screenshot shows a button labeled 'Attach Applicable File(s) \*' with an information icon, and a blue button labeled 'Attach'.

12. Click **Validate** to ensure the submission is ready (i.e., no error messages). A message appears validating your successful entry.

The screenshot shows a blue button labeled 'Validate' and a message box with a green checkmark and the text 'Validation successfully completed.' with a 'Submit' button.

a) Errors will appear in red. Fix the errors and validate again.

The screenshot shows the same Tour Type selection options as in step 9, but with an error message at the bottom: 'At least one Tour Type should be selected.'

13. Click **Accept Disclaimer**.

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

The screenshot shows a form titled 'Declaration and Disclaimer'. It contains three paragraphs of text regarding privacy protection, confidentiality, and accuracy of information. At the bottom right, there are two buttons: 'I Agree' (green) and 'I Disagree' (red).

15. The Declaration and Disclaimer window closes and OneStop returns you to the Assessment Tour page. Click **Submit**.



16. A message appears to confirm your submission. Click **Yes**.



17. A message appears signaling a complete submission. Click **OK** to close the message box.



## Resources

Contact: Well Data Services

Email: [WellDataServices@aer.ca](mailto:WellDataServices@aer.ca)

Phone: 403-297-8696 option 2