

# Submitting Well Logs Greater Than Nine

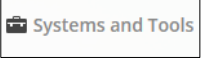

Intended User: Submitters of well logs for events greater than nine (>9)

## Overview

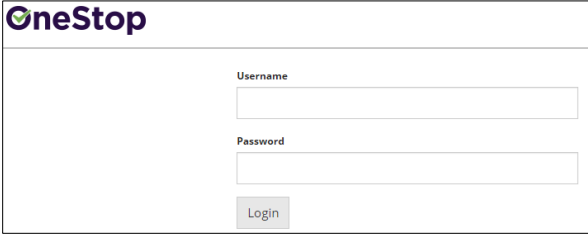
This quick reference guide (QRG) describes how to submit well logs with events greater than nine (> 9) in OneStop.

## Access OneStop

1. Access the OneStop tool from the AER website, [www.aer.ca](http://www.aer.ca) – **Systems and Tools > OneStop > Access OneStop > OneStop Login.**

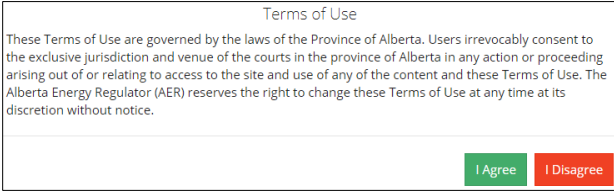
2.   

3. Enter your username and password. Click **Login**.



The login form features the OneStop logo at the top left. Below it are two input fields: 'Username' and 'Password'. A 'Login' button is positioned at the bottom right of the form.

4. The Disclaimer window opens. Click **I Agree**.

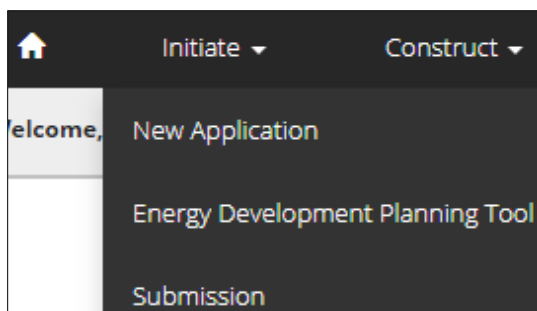


The disclaimer window is titled 'Terms of Use'. It contains a paragraph of text explaining the terms of use and a 'Login' button at the bottom right.

The OneStop tool opens on the dashboard landing page.

## Create Submission

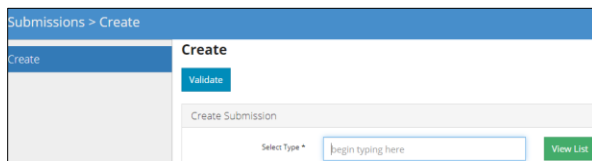
1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**.



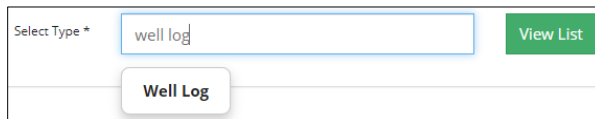
### Tip

You can also access the Submission function from any drop-down menu on the top navigation bar.

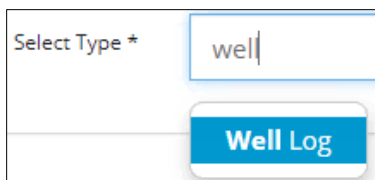
The Create page opens.



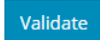
3. Enter **well log** in the Select Type field. OneStop will return selections.



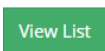
a) Select **Well Log**.



b) Click **Validate**.



c) Optional: You may also search by clicking **View List**.



i) The Selection Types tool bar appears. Select **Well Log**.



ii) Click **Validate**.

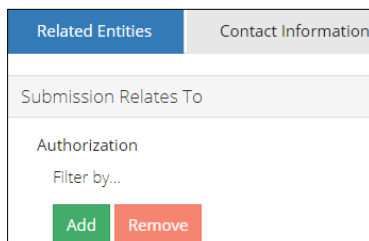
**Tip**

Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

## Enter General Information

### Related Entities

1. Click **Add**.



The Authorization Search window opens.

2. Enter the license number in the search field. Click **Search**.

a) Optional: Click **Additional Search Parameter** and complete the form or click **Need help with search syntax** to refine your search.

b) Optional: Click **Search** without completing the form for a general listing of wells associated with your company.

3. Check the **box** beside the appropriate authorization (license) number. Click **Add Authorizations**.

<input type="checkbox"/>	Authorization Number ↕	Authorization Type ↕
<input checked="" type="checkbox"/>	0064661	WELL

**Add Authorizations**

The window closes and the license number is added to the Submission Relates To section.

a) Optional: To remove your selection check the box beside the authorization (license) number you wish to remove. Click **Remove**.

4. Click **Save** on the bottom right of the screen. **Save**

**Tip**  
Save often. Your entry will be lost if you leave the page or close the window without saving.

## Contact Information

Based on your login credentials, some contact information may already be pre-populated in this section.

### Tip

Fields that are greyed out cannot be edited.

### Licensee

1. Click **Contact Information** tab.



2. Complete the following licensee fields: **Name**, **Position**, **Phone**, and **Email**.

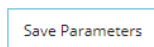
The screenshot shows a form titled 'Licensee'. It contains several fields:
 

- 'Is the operating company different than the licensee?': A dropdown menu with 'Yes' and 'No' options.
- 'Business Associate Identifier': A greyed-out field containing 'OHE9'.
- 'Name \*': A text field containing 'Elizabeth O.'.
- 'Position \*': A text field containing 'Engineer|'.
- 'Company Name': A greyed-out field containing 'Canadian Natural Resources Limited'.
- 'Address': A greyed-out field containing '2100, 855 - 2 St SW'.
- 'Phone \*': A text field containing '(403) 555-0000'.
- 'Email \*': A text field containing 'elizabetho@CNRL.ca'.

3. If you are the primary contact, select **Yes** or **No** from the drop-down menu.

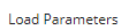
The image shows a dropdown menu for 'Primary Contact'. The menu is open, showing two options: 'Yes' and 'No'. The 'Yes' option is highlighted in blue.

4. Optional: Click **Save Parameters** (located to the right of the screen) to save your contact information.



### Tip

For future entries, click **Load Parameters** and your contact information will auto-populate the form.



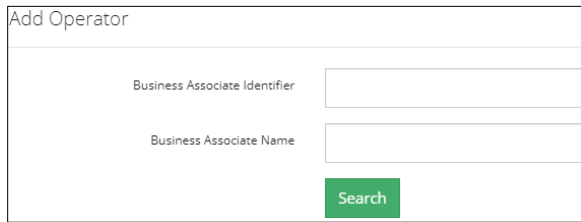
### Operator

1. If the operating company differs from the licensee, select **Yes**.

The image shows a dropdown menu with the text 'Is the operating company different than the licensee?'. The menu is open, showing two options: 'Yes' and 'No'. The 'Yes' option is highlighted in blue.

2. Complete the **Licensee** section.

- Click **Search** in the Operator section.  The Add Operator window opens.



- Enter the business associate (BA) number **or** the associate name.
- Click **Search**.
- Optional: Click **Search** for a general listing of BA numbers.
- Check the **box** beside the appropriate BA number.

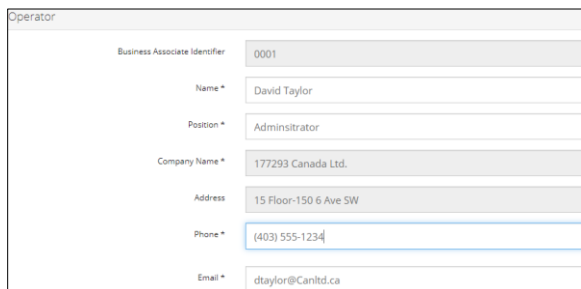
<input type="checkbox"/>	<b>Business Associate Identifier</b> ▾
<input checked="" type="checkbox"/>	0001
<input type="checkbox"/>	0002

- Click **Select Operator**. 

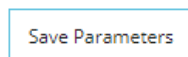
The window closes and the BA number appears in the Business Associate identifier field.



- Complete the following operator fields: **Name**, **Position**, **Phone**, and **Email**.



- Optional: Click **Save Parameters** (located on the right of the screen) to save your contact information.



- Click **Save** on the bottom right of the screen.



## Submit Well Logs for Events Greater than Nine (> 9)

1. Click **Related Entities** to submit well logs for events greater than nine.



- a) Select **Yes** to submit a well log for a well event greater than nine.

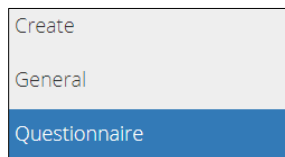
Submission Relates To

Do you want to submit a well log for an event greater than 9?

- b) Click **Next** and move to the Questionnaire page.



- c) Optional: You may also click **Questionnaire** on the left navigation bar (after selecting **Yes**).



### Optional: View Existing > 9 and < 9 Well Log Submissions

You may wish to view existing wells with less than nine or greater than nine event sequences before adding them to your current submission.

1. To view existing wells with **less** than nine (< 9) event sequences, click **General** on the left navigation bar.
  - a) Select **No**: Do you want to submit a well log for an event greater than 9?

Do you want to submit a well log for an event greater than 9?

- b) Click **Next** at the lower left of the screen to move to Questionnaire page.



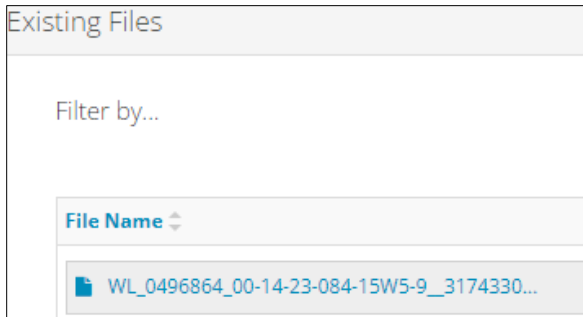
Existing Well Log Submissions section lists less-than-nine events.

	Authorization Id	Well Identifier	Well Name
<input type="radio"/>	0496864	00/14-23-084-15W5/0	BAYTEX HZ 100 SLAVE 14-23-84-15
<input type="radio"/>	0496864	00/14-23-084-15W5/2	BAYTEX HZ 100 SLAVE 14-23-84-15
<input type="radio"/>	0496864	00/14-23-084-15W5/3	BAYTEX HZ 100 SLAVE 14-23-84-15

- c) To view details of a specific submission, select an **authorization number (licence number)**.

<input type="radio"/>	0496864	00/01-22-084-15W5/7	BAYTEX HZ 100 SLAVE 1-22-84-15
<input type="radio"/>	0496864	00/10-22-084-15W5/8	BAYTEX HZ 100 SLAVE 10-22-84-15
<input checked="" type="radio"/>	0496864	00/14-23-084-15W5/9	BAYTEX HZ 100 SLAVE 14-23-84-15

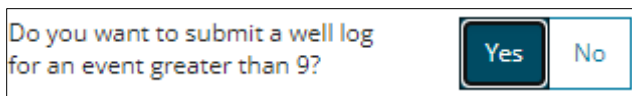
Existing files appear in a table below.



d) Click the **file name** to open the file.

2. To view existing wells with **greater** than nine (> 9) event sequences, click **General** on the left navigation bar.

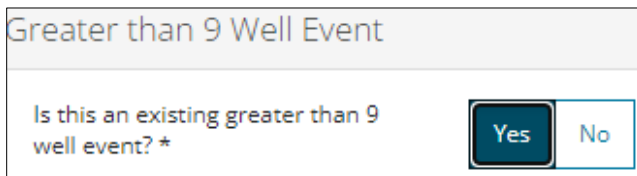
a) Select **Yes**: Do you want to submit a well log for an event greater than 9?



b) Click **Next** at the lower left of the screen to move to Questionnaire page.



c) Select **Yes**: Is this an existing greater than 9 well event?



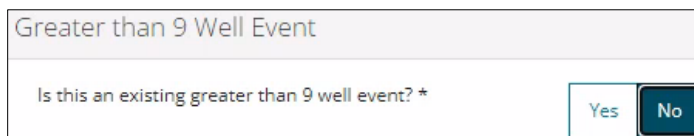
Existing Well Log Submissions section lists greater-than-nine events.

d) Repeat **steps 2. c) and d)** above to view details.

## Questionnaire – Add New or Existing > 9 Well Events

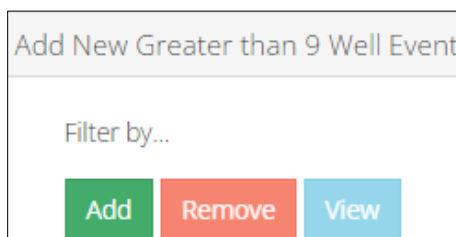
### New > 9 Well Events

1. Select **No**: Is this an existing greater than 9 well event?



a) If **Yes**, proceed to **Existing > 9 Well Events** in this QRG.

2. Click **Add** to enter greater than 9 well event data.



- Complete the following fields: **Well Identifier**, **Finish Drill Date**, **Total Depth**.

Click **Validate**. Validate Errors will be flagged in red. Fix errors.

Example: If a well's Unique Well Identifier (UWI) is not entered in sequential order the following error will appear:

Enter the proper UWI sequence and validate again.

- Once validation is complete click **Add Well Event**. Add Well Event

The added well is now ready to accept well logs and will appear as a future selection once the current submission is complete.

To **update** a UWI, finish drill date, or total depth value, please contact the Well Logs team:

[welloginquiries@aer.ca](mailto:welloginquiries@aer.ca)

**Important**  
Changes to well information will require resubmitting all existing well logs.

### Add Log ASCII Standard (LAS) Files

- In the LAS Files pane, click **Add**.

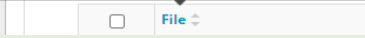
- A new row appears in the table. Click **Attach**.



**Tip**

Hover over File column header for tips on LAS file naming conventions.

Files must be named with the following convention:  
 WL\_0454852\_02-11-02-067-05W4-0\_gamma\_ray\_01.LAS



7. Locate the file from your computer and attach it. It may take a moment for OneStop to upload the file.

( )

The .las file was processed and system has started the analysis of the data. Please wait or fill out another page.

File	Run Date
WL_0491785_04-08-29-063-06W4-6_665707_new_...	6/7/2019

**Tip**

An alert will appear if an incorrect file is uploaded, or if the file's naming convention is incorrect.

● Incorrect Well UWI. The Well UWI for this file should be: 00-10-36-054-02W5-0

● Incorrect Well Licence. The Well Licence for this file should be: WL0349841

8. Optional: Add more LAS files as needed.

### Add Raster Files

9. Click **Add**.

Raster Files

Filter by...

Add
Remove

<input type="checkbox"/>	File
<input type="checkbox"/>	WL_0491785_04-08-29-063-06W4-6_665671_new_... <span style="float: right; color: red; font-size: 0.8em;">✕</span>

10. Locate the file from your computer and attach it. It may take a moment for OneStop to upload the file.
11. For each raster file uploaded, enter the **Run Date**, **Total Depth**, and **Base Depth**.
  - a) Select the **Logging Type** from the drop-down list.
  - b) Check the **box** to indicate if the measurements entered are **true vertical depth (TVD)**.

Run Date	Top Depth	Base Depth	Logging Type	TVD
2/15/2021	100.00	750.00	<input type="text" value="Filter..."/> <ul style="list-style-type: none"> <li>Calliper Log</li> <li>Cement Bond Log</li> <li>Cement Plug</li> <li>Collar Log</li> </ul>	<input checked="" type="checkbox"/>

12. Optional: Add more raster files as needed.
13. Click **Validate** to add raster.
14. Click **Save** on the bottom right of the screen.
15. Click **Next** on the lower left of the screen and move to the Confirmation screen.
16. Proceed to **Validate** in this QRG.

### Existing > 9 Well Events

1. On the Questionnaire page, select **Yes** to “Is this an existing greater than 9 well event?”

Questionnaire

Greater than 9 Well Event

Is this an existing greater than 9 well event? \*

2. All created events greater than nine will be displayed in Existing Well Log Submissions pane. Select an existing well log event that relates to your current greater than nine submission.

Add Files to Well Event

	Authorization Id	Well Identifier
<input checked="" type="radio"/>	0496864	00/14-23-084-15W5/10
<input type="radio"/>	0496864	00/14-23-084-15W5/11

**Tip**  
 If the desired well log event does not appear on the list, it must be created first. See **New > 9 Well Events** in this QRG.

- a) Optional: Click each **file name** to view it.

Filter by...

**File Name**

WL\_0496864\_00-14-23-084-15W5-10\_31524804.las

3. Click **Add Files to Well Event**. 

The existing well log event is added to your current submission.

4. Repeat **steps 5 to 14 in New > 9 Well Events** in this QRG to add raster and LAS files to the existing greater than nine event.

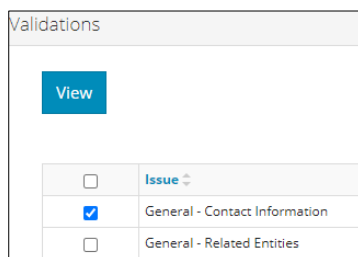
## Validate


There are two ways to validate your entry.

### Option 1: Confirmation Screen

The Validations section lists areas throughout the form that still need to be completed.

1. Check the **box** beside the first item on the list.



Validations	
	
<input type="checkbox"/>	Issue
<input checked="" type="checkbox"/>	General - Contact Information
<input type="checkbox"/>	General - Related Entities

2. Click **View**. You will be directed to the section that requires input.




Name \*

 This field is required.

Position \*

 This field is required.



3. Complete the required fields. Click **Validate** at the top or bottom left of the screen. 
4. Return to the Confirmation screen and repeat **Step 1** until all sections have been validated.

### Option 2: Left Navigation Bar



1. The left navigation bar highlights areas in your submission that need attention.

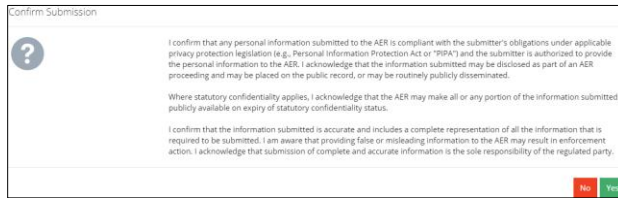



- General 
- Questionnaire 

2. Click an attention icon  in the left navigation bar.
3. You will be directed to the page that requires your input. Complete the required fields.
4. Click **Validate** at the top or bottom left of the screen. 
5. Repeat **steps 1 to 4** until all pages have been validated.

## Submit

1. Once you have validated your entry, click **Submit** on the Confirmation page. 
2. A message appears to confirm your submission. Click **Yes**. 



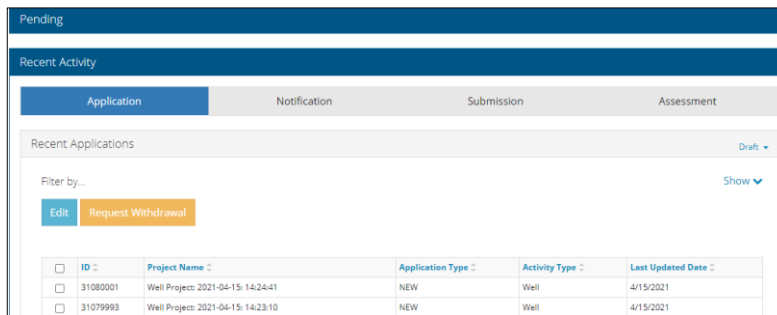
3. A message appears to confirm your successful submission. Click **OK** to close the window and return to the OneStop dashboard page. 

## Optional: Search for Submissions

There are two ways to search for well log submissions in OneStop:

### OneStop Dashboard

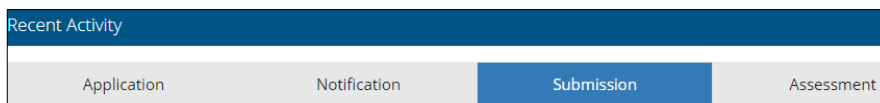
1. On the OneStop dashboard landing page, scroll down to the **Recent Activity** section.



**Tip**

Recent Activity lists submissions from the last 10 days. Draft Submissions remain on the dashboard until submitted and cannot be viewed by AER staff.

2. Click **Submission** in the section's top navigation bar.



A list of recent submissions appears.

	Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
<input type="checkbox"/>		Well Log			31100841	5/3/2021	Draft
<input type="checkbox"/>		Record of Site Condition			31101475	5/4/2021	Draft
<input type="checkbox"/>	-	Enterprise Submission			31101477	5/4/2021	Draft
<input type="checkbox"/>	-	Enterprise Submission			31101480	5/4/2021	Draft

- To sort and search by a specific category, click the appropriate **column header**.

Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
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- Optional: Click **Show** (located on the right) to expand the filters. Show ▾

Filter by... Hide ▾

Last Updated Date:  From  To   Search values exact...

Project Name:  Search values like...

Application Type:   Activity Type:

- Optional: Select filters to narrow your search results. Click **Apply Filters**. Apply Filters

- Check the **box** beside the appropriate submission. Click **Edit**. Your selection opens.

Edit

	Reference ID	Submission Type	Reporting Type
<input checked="" type="checkbox"/>	-	Pre 2019 RAP	

### Search Function

- Click **Search** located on the top right of your screen.

Bulk Upload | Map | Reports | Search

- The Search By window opens. Click **Submission** in the navigation bar.

Search By

Application
Authorization
Notification
Submission

- At minimum, enter the **license number** in the Authorization Number field, and select **Well Log** as the Submission Type. You may complete the rest of the form if you wish.

Submission Search

Submission ID:

Authorization Number:

Closure Project Name:

OR

Legal Land Description (LLD):

Submission Type:

**Tip**  
 The more information you enter in the search form, the narrower the results returned.

4. Click **Search**.

A list of well log submissions appears in a table.

- a) Optional: Sort results by clicking the appropriate **column header**.
- b) Optional: Click **Show**. Apply the appropriate filters to narrow the results.

5. Click the **box** beside the appropriate submission.

<input type="checkbox"/>	<b>Submission ID</b> ⌵	<b>Licensee Name</b> ⌵	<b>Authorization</b> ⌵
<input checked="" type="checkbox"/>	31108413	Canadian Natural Resources Limited	0494245
<input type="checkbox"/>	31108412	Canadian Natural Resources Limited	0494245
<input type="checkbox"/>	31108407	Canadian Natural Resources Limited	0302403

6. Click **View**.  Your selection opens.

**Tip**  
 Click **Reset** to clear the search form and begin your search again.