

Submitting Well Logs

Intended User: Submitters of well logs

Overview

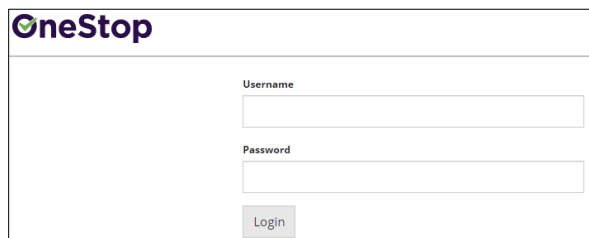
This quick reference guide (QRG) describes how to submit well logs in OneStop.

Access OneStop

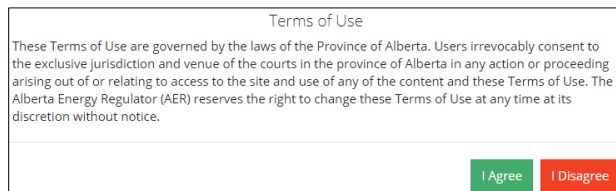
1. Access the OneStop tool from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**



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



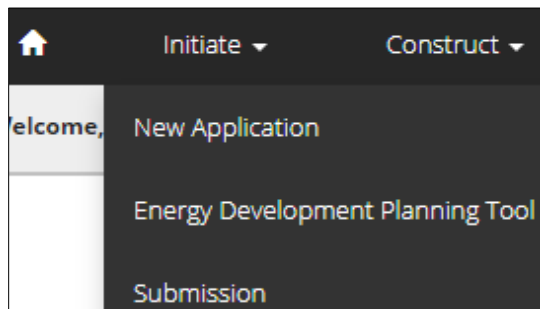
3. The Disclaimer window opens. Click **I Agree**.



The OneStop tool opens on the dashboard landing page.

Create Submission

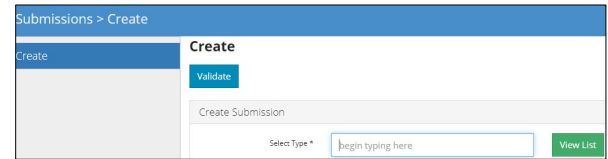
1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**.



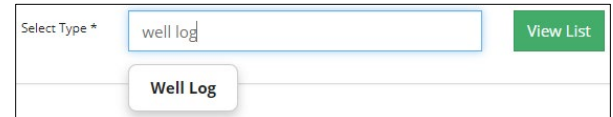
Tip

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

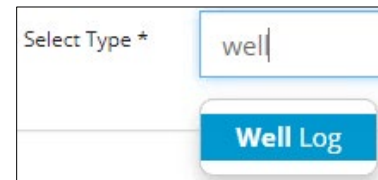
The Create page opens.



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



- a) Select **Well Log**.



- b) Click **Validate**.

Validate

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

View List

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



- ii) Click **Validate**.

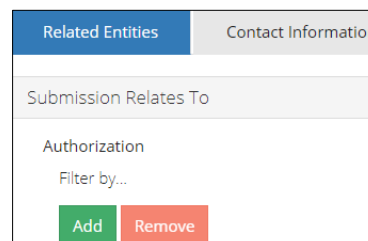
Tip

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.

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

Enter 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**.

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

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


Save Parameters

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

Load Parameters

Operator


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

2. Complete the Licensee section.
3. Click **Search** in the Operator section. The Add Operator window opens. 

Add Operator


Business Associate Identifier

Business Associate Name



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

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

- e) Click **Select Operator**. 
- The window closes and the BA number appears in the Business Associate identifier field.

Business Associate Identifier

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

Operator

Business Associate Identifier: 0001

Name *: David Taylor

Position *: Administrator

Company Name *: 177293 Canada Ltd.


Address: 15 Floor-150 6 Ave SW

Phone *: (403) 555-1234

Email *: dtaylor@Canltd.ca

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



5. Click **Next** on the lower left of the screen and move to Questionnaire screen. 
- a) Optional: You may also click **Questionnaire** on the left navigation bar.

Create

General

Questionnaire

Questionnaire – Add Files


Any files related to your submission appear on this page. You may also choose to add new files.

Existing Well Logs

1. Select an existing well log event that relates to your current submission.

Existing Well Log Submissions

Filter by...




	Authorization Id ▾	Well Identifier ▾
<input checked="" type="radio"/>	0491785	08/12-28-063-06W4/0
<input type="radio"/>	0491785	04/08-29-063-06W4/2

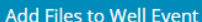
Any submitted well logs from your selection will appear in the Existing Files section.

Existing Files

Filter by...


File Name ▾

-  WL_0491785_08-12-28-063-06W4-0_9_C3_BUILD_GASLOG_EOA_WB01784920...
-  WL_0491785_08-12-28-063-06W4-0_665697_31095567.LAS

- a) Optional: Click each file to view it.
2. Click **Add Files to Well Event**. 

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

Log ASCII Standard (LAS) Files

1. Click **Add**. 
2. A new row appears in the table. Click **Attach File**.



Tip

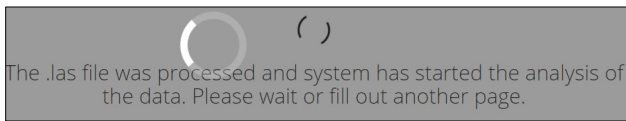
- Hover over File column header for tips on naming conventions.

Files must be named with the following convention:
WL_0454852_02-11-02-067-05W4-0_gamma_ray_01.LAS

• Hover over Run Date column header for tips on Date formats.

DATE format must be defined in the mnemonic description, i.e. DD/MM/YYYY

3. Locate the file from your local folder and attach it. It may take a moment for OneStop to upload the file.



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

4. Optional: Add more files as needed.

Raster File

1. Repeat steps 1 to 4 above to add one or more raster files to your submission.

Raster Files

Filter by...

Add Remove

File
WL_0491785_04-08-29-063-06W4-6_665671_new_...

2. Locate the file from your local folder and attach it. It may take a moment for OneStop to upload the file.

3. For each raster file uploaded, enter the **Run Date**, **Top 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	Filter...	<input checked="" type="checkbox"/>

Logging Type dropdown options: Calliper Log, Cement Bond Log, Cement Plug, Collar Log

4. Click **Next** on the lower left of the screen and move to the Confirmation screen.



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

View

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.

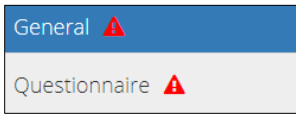
3. Complete the required fields. Click **Validate** at the top or bottom left of the screen.



4. Return to the Confirmation screen, and repeat **Step 1** until all sections have been validated.

Option 2: Left Navigation Bar

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



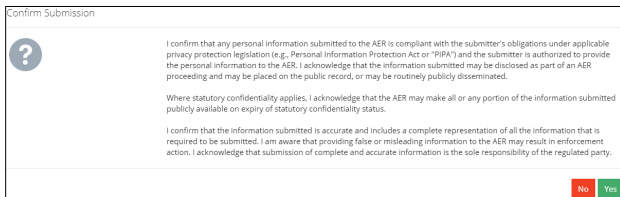
1. Click an attention icon in the left navigation bar.
2. You will be directed to the page that requires your input. Complete the required fields.
3. Click **Validate** at the top or bottom left of the screen.



4. Repeat steps 1 to 3 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.

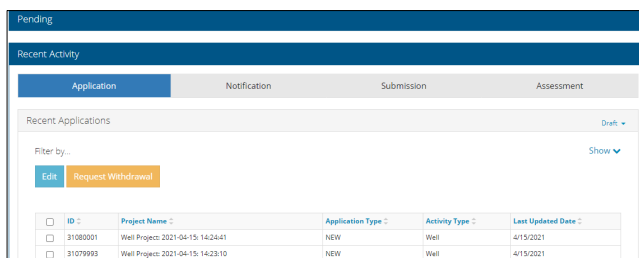


Optional: Search for Submissions

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

The Recent Activity section 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.



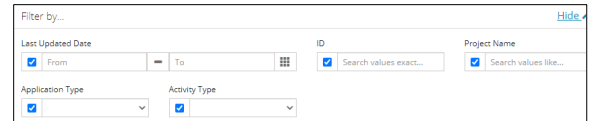
A list of recent submissions appears.

Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
-	Well Log			31100841	5/3/2021	Draft
-	Record of Site Condition			31101475	5/4/2021	Draft
-	Enterprise Submission			31101477	5/4/2021	Draft
-	Enterprise Submission			31101480	5/4/2021	Draft

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



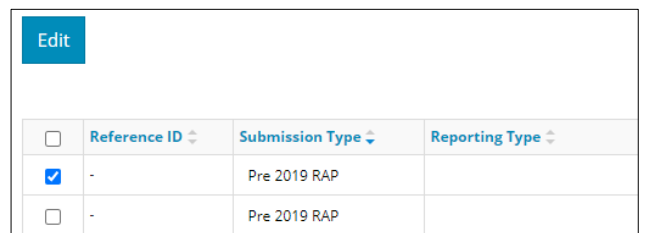
- a) Optional: Click **Show** (located on the right) to expand the filters.



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



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



Search Function

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



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



3. Search by completing some or all the fields in the form.

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"/>	Submission ID ▾	Licensee Name ▾	Authorization ▾
<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.