



## User Reference Guide

Underground Injection Control UIC  
Module 1 – View UIC Data

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## **COURSE OVERVIEW**

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### **Course Description**

This User Guide describes an end-to-end process to view UIC Project details in WellSTAR. It includes the view capability for both External and Internal Users to access UIC Projects tables and Dashboard.

The step by step process of viewing (and in some cases downloading) of following UIC Project topics are explained:

- Area of Review (AOR)
- Documents
- Events
- Comments

This User Guide also describes the step by step processes of initiating various actions on a UIC project; Merging projects, Modifying projects and Initiating a new Project. Submission of Analytical Sample data and GIS mapping are also explained.

## 1 VIEW UIC PROJECTS

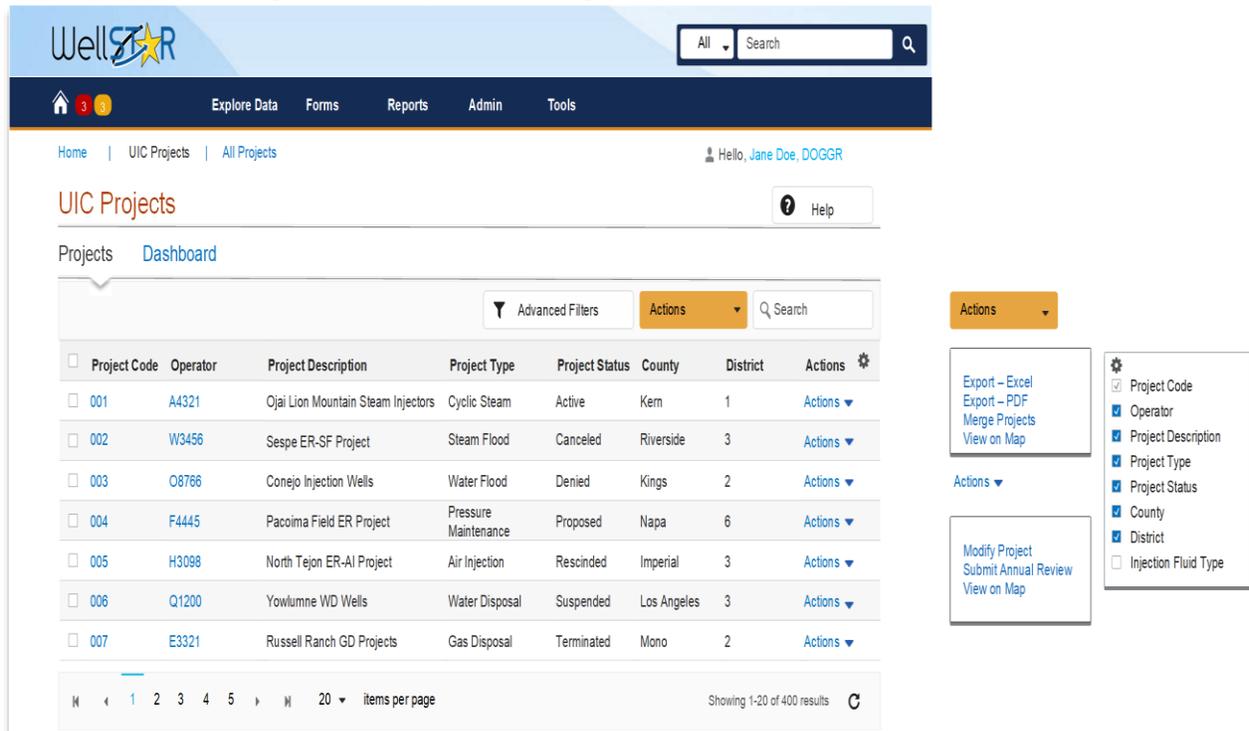
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This lesson is a guide to navigating WellSTAR for UIC Project.

Lesson Objectives:

- View UIC Projects Data (List of Projects)
- View the UIC Project details screen
- View UIC Project details/comments
- What User can do with topic at **Action** menu of the UIC Project details screen:  
Modify Project, Submit Analytical Sample and View on Map
- View UIC project Dashboard

### 1.1 View UIC Project Data (List of Projects)



### View UIC Project Data

Step	Action	Required Fields
1.	At the Home screen, click on <b>Explore Data</b> pulldown and click on <b>UIC Projects</b> . The default screen lists UIC projects with link to individual UIC project detail.	
2.	Click on the gear  button to sort UIC Project list. Turn topics on/off to resort the list.	
3.	Access the <b>Actions</b> pulldown to; <ul style="list-style-type: none"> <li>• Export UIC list to Excel or PDF</li> <li>• Merge UIC projects</li> <li>• View Project on a GIS map</li> </ul>	
4.	Click on the <b>Actions</b> pulldown to; <ul style="list-style-type: none"> <li>• Modify project</li> <li>• Submit Annual review</li> <li>• View Project on a GIS map</li> </ul>	

## View UIC Data

### 1.1 View UIC Project Data- Search for a UIC Project

The screenshot displays the WellSTAR web application interface. At the top, the WellSTAR logo is on the left, and a search bar is on the right with a dropdown menu set to 'UIC Project C...'. Below the search bar is a navigation menu with 'Explore Data', 'Forms', 'Tools', and 'Maps'. A user profile 'Hello Olu Ogunjobi, Department of Conservation' is visible. The main content area shows a table with columns: Project Code, Operator, Project Description, Project Type, Project Status, and Actions. The 'Project Code' column is highlighted with a red box and a red circle containing the number '2'. A red circle containing the number '1' is positioned above the search bar. The table is currently empty, and a pagination control at the bottom shows '20 items per page'.

Step	Action	Required Fields
1.	From WellSTAR Home Screen, set the pulldown menu of the Global Search Window to UIC. Enter a project code and search. A <b>UIC Project Search Result</b> table is opened	
2.	Click on the <b>Project Code</b> of a project. A <b>UIC Project Detail</b> page is opened	

## 1.2 View UIC Project Detail- Summary

Home | UIC Projects | Project Code 001

**UIC Project Detail** Help

UIC Project Code 001 - Alexis Oil Company Summary Actions

Project Description: Ojai Lion Mountain Steam Injectors    Project Type: Cyclic Steam    Project Status: Active

Operator: Alexis Oil Company – A4321    Aquifer Exemption: Yes

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**Injection Wells**

Advanced Filters Actions Search

<input type="checkbox"/>	API	Designation	Current Type	Current Status	Field	Actions
<input type="checkbox"/>	0075821648	North Well S75	Cyclic Steam	Active	Ojai	Actions
<input type="checkbox"/>	0010880887	Well A	Cyclic Steam	Active	Ojai	Actions
<input type="checkbox"/>	0010902022	Well #12	Cyclic Steam	Active	Ojai	Actions
<input type="checkbox"/>	0019021076	NW234G	Cyclic Steam	Active	Ojai	Actions
<input type="checkbox"/>	0010708322	B12	Cyclic Steam	Active	Ojai	Actions
<input type="checkbox"/>	0010708323	Gas SW 34	Cyclic Steam	Active	Ojai	Actions
<input type="checkbox"/>	0010708324	Little Lu Valley #22	Cyclic Steam	Active	Ojai	Actions

1 2 3 4 5 20 items per page    Viewing 1-7 of 43

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**Comments**

1/17/2017 10:33 PM: Dave Smith, DOC  
The phone number for the new agent on this Re-Designate Agent Form has been disconnected. Please correct the number and re-submit.

1/18/2017 8:13 AM: Jill Roberts, Allscope Res Intn'l, Inc.  
I transposed some digits on the new agent's cell number. The phone number has been corrected.

1/19/2017 11:33 AM: Dave Smith, DOC  
The phone number has been confirmed. Thanks.

## View UIC Data

1	At the Home screen, click on <b>Explore Data</b> pulldown and click on <b>UIC Projects</b> . The default screen lists UIC projects with link to individual UIC project detail.	
2	Click on the <b>Actions</b> pulldown to; <ul style="list-style-type: none"><li>• Export UIC list to Excel or PDF</li><li>• Merge UIC projects</li><li>• View Project on a GIS map</li></ul>	
3	Click on the <b>Actions</b> pulldown to; <ul style="list-style-type: none"><li>• Modify project</li><li>• Submit Annual review</li><li>• View Project on a GIS map</li></ul>	

### 1.3 View UIC Project Detail- Area of Review

Home | UIC Projects | Project Code 001

**UIC Project Detail** ? Help

UIC Project Code 001 - Alexis Oil Company Area of Review ▾ Actions ▾

Area of Review ▾

⌵ Advanced Filters
Actions ▾

<input type="checkbox"/>	API	Operator	Well Designation	Current Type	Current Status	Actions <span>⚙️</span>
<input type="checkbox"/>	<a href="#">0075821648</a>	<a href="#">E0100</a>	North Well S75	Production	Active	<a href="#">Actions</a> ▾
<input type="checkbox"/>	<a href="#">0010880887</a>	<a href="#">H3900</a>	Well A	Production	Active	<a href="#">Actions</a> ▾
<input type="checkbox"/>	<a href="#">0010902022</a>	<a href="#">T1715</a>	Well #12	Production	Active	<a href="#">Actions</a> ▾
<input type="checkbox"/>	<a href="#">0019021076</a>	<a href="#">C2850</a>	NW234G	Water Flood	Active	<a href="#">Actions</a> ▾
<input type="checkbox"/>	<a href="#">0010708322</a>	<a href="#">E2920</a>	B12	Gas Disposal	Active	<a href="#">Actions</a> ▾
<input type="checkbox"/>	<a href="#">0010708323</a>	<a href="#">E0100</a>	Gas SW 34	Observation	Active	<a href="#">Actions</a> ▾
<input type="checkbox"/>	<a href="#">0010708324</a>	<a href="#">E0100</a>	Little Lu Valley #22	Production	Active	<a href="#">Actions</a> ▾

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1 2 3 4 5
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20 items per page
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Step	Action	Required Fields
1.	On the <b>Summary</b> box dropdown , click on <b>Area of Review</b>	
2.	Click on the gear <span>⚙️</span> button to open different <b>Test</b> topics. Check/uncheck topics to sort the data.	

### 1.4 View UIC Project Detail- Documents

UIC Project Detail ? Help

UIC Project Code 001- Alexis Oil Company Documents Actions

Advanced Filtering Actions Search

Upload Date	Relevant Date	Uploaded By	Category	Type	Description	Filename
03/14/2017	03/14/2017	WellSTAR User	UIC	Document Type	Sample description text	ATB24_224.jpg

20 items per page Viewing 2 of 2 results

Documents Actions

Summary  
Area of Review  
Documents  
Events

Export - PDF  
Merge Project  
Modify Project  
Submit Water Sample  
Upload Document

Actions

Export - Excel

Upload Date  
Relevant Date  
Uploaded By  
Category  
Type  
Description  
Filename  
 Extension  
 Size

Step	Action	Required Fields
1.	On the <b>Summary</b> box dropdown , click on <b>Documents</b>	
2.	Click on the gear  button to open different <b>Document</b> topics. Check/uncheck topics to sort the data.	

## 1.5 View UIC Project Detail- Events

Home | UIC Projects | Project Code 001

**UIC Project Detail** ? Help

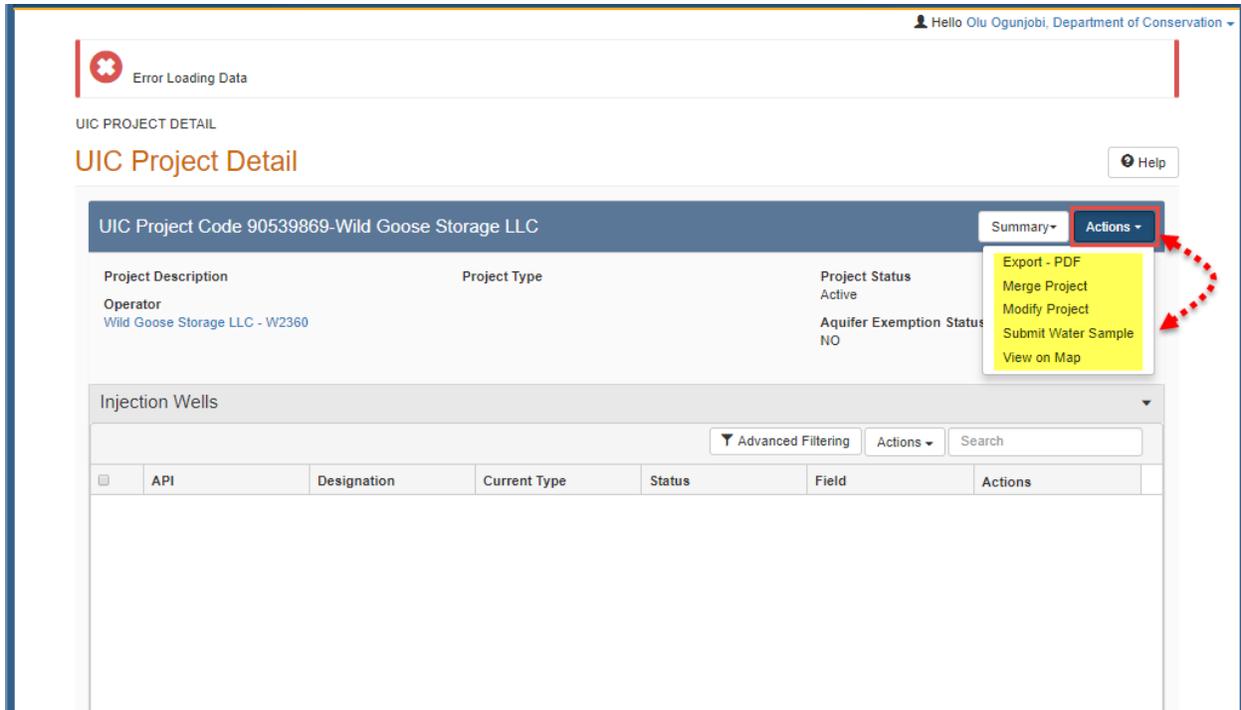
UIC Project Code 001 - Alexis Oil Company Events  Actions

<input type="checkbox"/>	Date	Created By	Description	Type	<input type="button" value="gear"/>
<input type="checkbox"/>	06/06/2017	Dave Davis, DOGGR	Project approved	Final Review Complete	
<input type="checkbox"/>	05/05/2017	Dave Davis, DOGGR	Major modification review initiated	Major Modification	
<input type="checkbox"/>	04/04/2017	Opie O'Leary	Changes made to well list	Modifications Submitted	
<input type="checkbox"/>	04/04/2017	Opie O'Leary	Changes made to project data	Modifications Submitted	
<input type="checkbox"/>	03/03/2017	Dave Davis, DOGGR	Project approved	Final Review Complete	
<input type="checkbox"/>	02/02/2017	Opie O'Leary	Application form submitted to DOGGR	Form Status Changed	
<input type="checkbox"/>	01/01/2017	Dave Davis, DOGGR	Application form returned to Draft	Form Status Changed	

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Step	Action	Required Fields
1.	On the <b>Summary</b> box dropdown , click on <b>Events</b>	
2.	Click on the gear <input type="button" value="gear"/> button to open different <b>Events</b> topics. Check/uncheck topics to sort the data.	

## 1.6 View UIC Project Detail- Actions that can be taken from UIC Project Detail



1.	User can take several actions from the <b>UIC Project Detail</b> page. Click on the <b>Actions</b> pulldown to: <ul style="list-style-type: none"><li>• View on Map</li><li>• Merge Project</li><li>• Modify Project</li><li>• Submit Analytical Sample</li><li>• Export screen to PDF</li></ul> Clicking on any of the above will open a new screen	
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## 2 VIEW UIC PROJECT DASHBOARD

This lesson details the process of view capability for both External and Internal Users to access UIC Projects Dashboard.

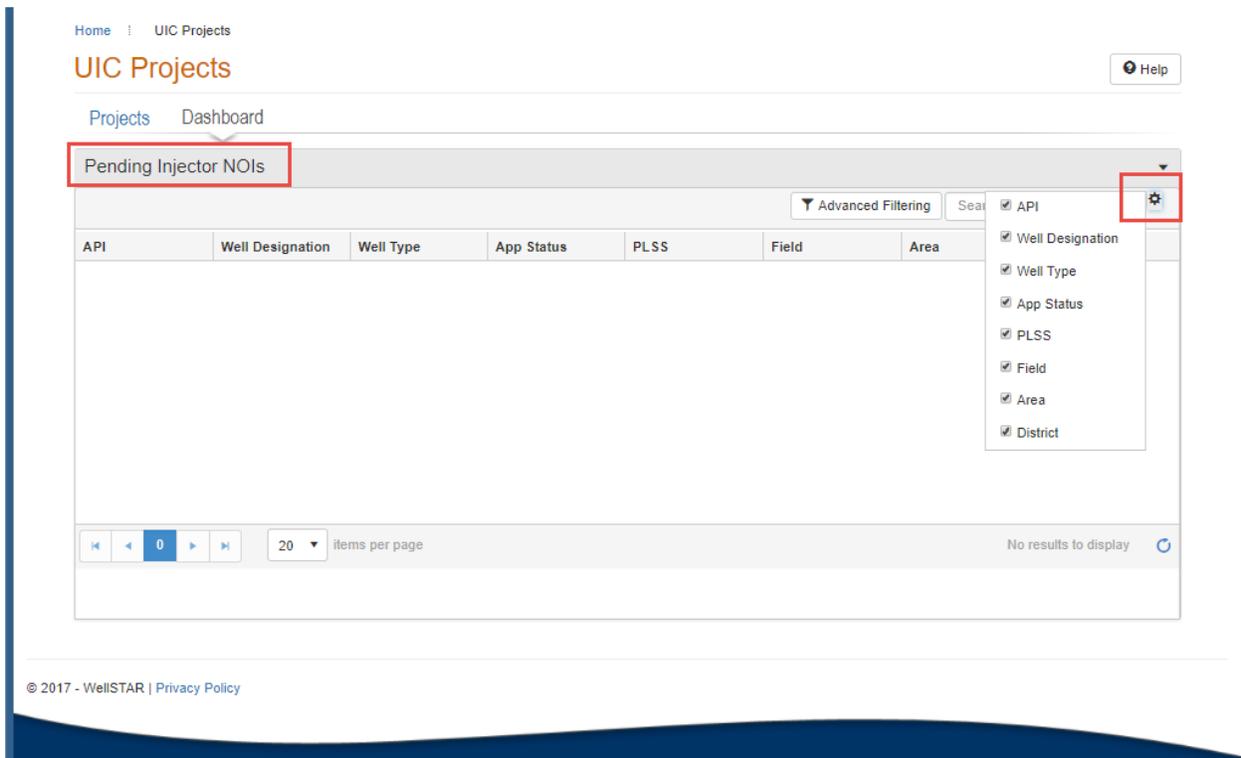
Lesson Objectives:

- To view UIC Project Dashboard to display;
  - Pending Injector NOIs Data
  - Active project Data
  - Pending and Approved Projects
  - Average Days to Issue permit for inject wells



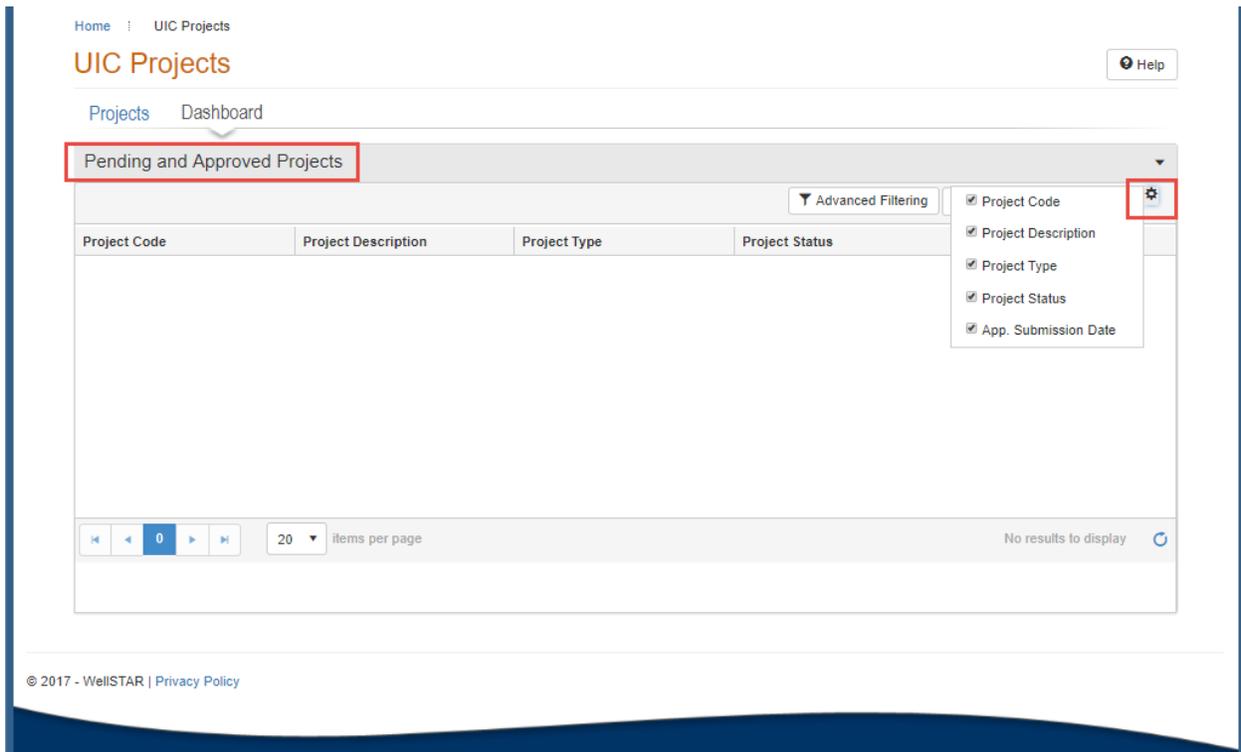
Step	Action	Required Fields
1	At the Home screen, click on <b>Explore Data</b> pulldown and click on <b>UIC Projects</b> . The default screen lists UIC projects with link to individual UIC project detail.	
2	Click on <b>Dashboard</b> to open the dashboard	

## 2.1 Dashboard - View Injector NOIs



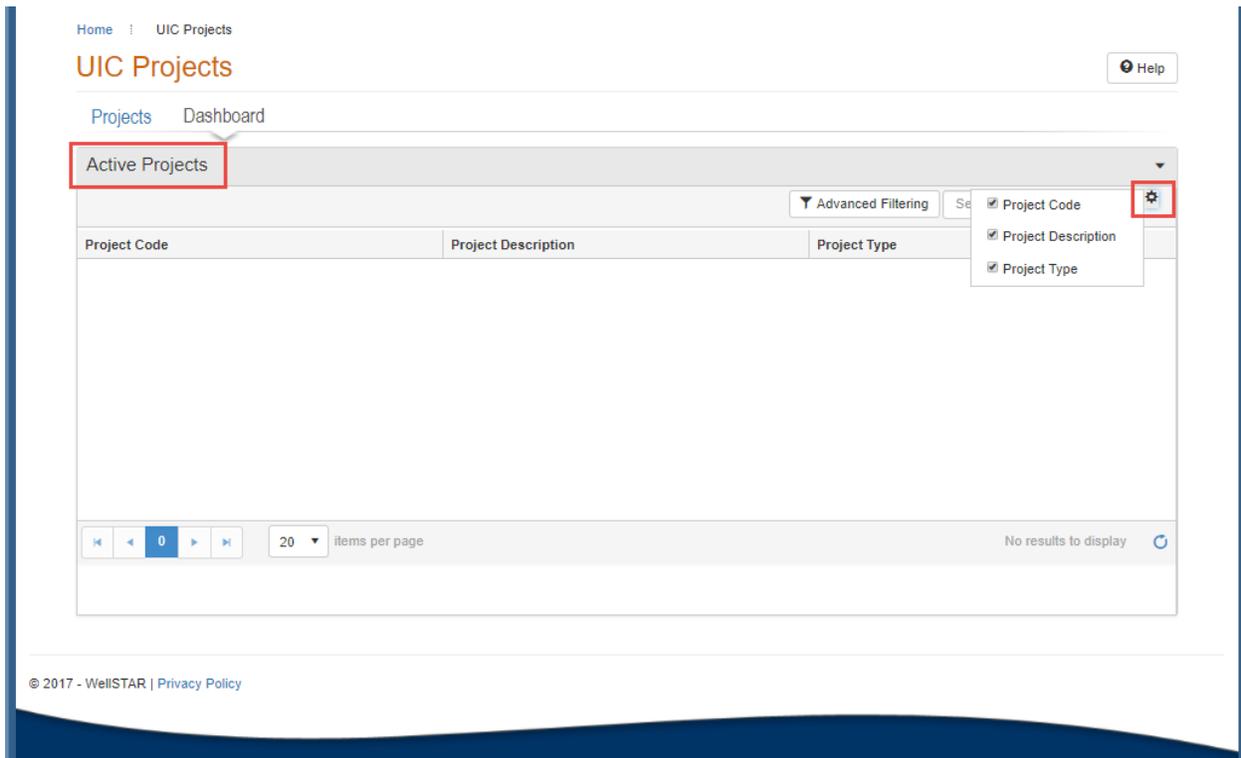
Step	Action	Required Fields
1	At the dashboard screen, click on <b>View Pending Injector NOIs</b> to view list of Pending Injector NOIs	
2	Click on the gear  button to open different topics. Check/uncheck topics to sort the data.	

## 2.2 Dashboard – Pending and Approved Projects



Step	Action	Required Fields
1	At the dashboard screen, click on <b>Pending and Approved Projects</b> to view list of pending and approved projects	
2	Click on the gear  button to open different topics. Check/uncheck topics to sort the table.	

## 2.3 Dashboard – Pending and Approved Projects



Step	Action	Required Fields
1	At the dashboard screen, click on <b>Active Projects</b> to open table of list of Active Project projects	
2	Click on the gear  button to open different topics. Check/uncheck topics to sort the table.	

## 2.4 Dashboard – Average Days to Issue Permit for Injection Wells

The screenshot shows the 'UIC Projects' dashboard. The main heading is 'UIC Projects' with a 'Help' button. Below it, there are tabs for 'Projects' and 'Dashboard'. The selected view is 'Average Days to Issue Permit for Injection Wells', which is highlighted with a red box. The table has columns for 'Form ID', 'Form Description', 'Well Type', and 'NOI Submission Date'. A settings gear icon in the top right corner of the table is also highlighted with a red box. The table currently shows 'No results to display' and has a pagination control set to '20 items per page'.

Step	Action	Required Fields
1	At the dashboard screen, click on <b>Average Days to Issue Permit for Injection Wells</b> to open table of list of wells waiting on permit	
2	Click on the gear  button to open different topics. Check/uncheck topics to sort the table.	