



California  
**Department of  
Conservation**  
Oil, Gas, & Geothermal Resources



## User Reference Guide

Document Search  
Advanced Search

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## COURSE OVERVIEW

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### General Capability

#### 1.0 Document Search

Document Search allows users to search the WellSTAR document repository by Organization association or document metadata.

#### 2.0 Advanced Search

Advanced Search serves as one of the primary methods for searching for data within WellSTAR. Advanced Search allows users to select more than one category for which values can be defined as parameters to search more than one WellSTAR record type, in a single search. Advanced Search results are returned in a single grid.

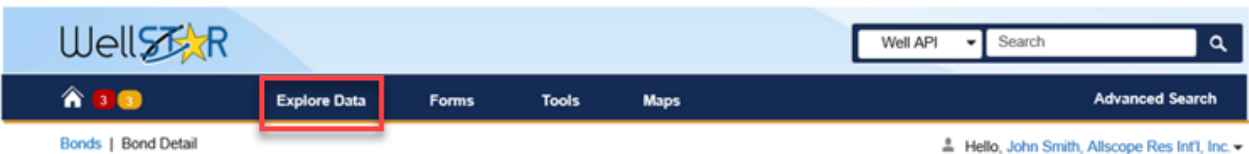
## 1 DOCUMENT SEARCH

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Lesson Objectives:

- Navigation
- Document Search Parameters
- Export

### 1.1 Navigation



# General Navigation: Internal Document Search and Advanced Search

The screenshot displays a web application interface with a dark blue navigation bar at the top. The bar contains a home icon, the text "Explore Data", and three menu items: "Forms", "Tools", and "Maps". Below the navigation bar, a user profile icon is visible with the name "Hell".

A dark blue dropdown menu is open on the left side, listing various categories. A red arrow points to the "Documents" item in this menu. The categories listed are: Bonds, Complaints, Compliance, Construction Site Well Reviews, Documents, Entities, Facilities, Idle Wells, Incidents, Inspections, Production, Tests, Transactions, Transfers, Underground Gas Storage (UGS), Underground Injection Control (UIC), Wells, and Well Stimulation (WST).

Below the navigation menu, there are three tabs: "Online Forms", "Forms In Progress", and "Forms Submitted". To the right of these tabs is a search bar with a dropdown arrow and the text "Advanced Filtering", and a yellow button labeled "Action".

The main content area features a table with the following columns: "Name", "Status", "Workgroup", "Assigned To", and "Due Date". The table contains three rows of data:

Name	Status	Workgroup	Assigned To	Due Date
Co. & Investments	Not Started	Form 122 Annual Production Review Workgroup		08/01/2023
Inc.	Not Started	Form 122 Annual Production Review Workgroup		08/01/2023
sources, LLC	Not Started	Form 122 Annual Production Review Workgroup		08/01/2023

Step	Action	Required Fields
1.	On the landing page, select Explore Data.	
2.	Select Document to search using parameters.	
3.	Document search parameter page displays.	

## 1.2 Search Parameters

**Documents** Help

Search WellSTAR Documents By....

**Organization Status**  
Active x

**Organization Name/Code**  
Venoco, LLC (V1150) x

**Include Subject ID?**  
 NOTE: Selecting this option returns Subject IDs associated to documents included in the search results. If the document has multiple Subjects associated, one row per associated Subject will display. Subjects are limited to: Wells, Facilities, Leases, and Projects

**Category**  
Plan x

**Type**  
Plan x

**Document Status**  
Approved x

**Document ID**

**Filename**

**Description**

**Uploaded By**

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**Upload Date**  
 to

**Relevant Date**  
 to

Reset
Search

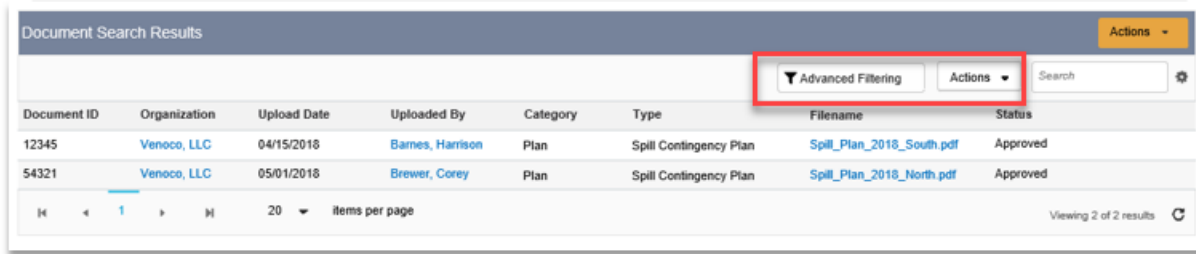
Step	Action	Required Fields
1.	Select one or more categories to filter results of documents.	N/A
2.	Click the Search button.	

### 1.2.1 Key Points

- If searching by Document ID, Filename, or Description, Enter at least three characters.
- Selecting Subject ID option returns Subject IDs associated to documents included in the search results. If the document has multiple Subjects associated, one row per associated Subject will display. Subjects are limited to: Wells, Facilities, Leases, and Projects.

## 1.3 Document Search Results

## General Navigation: Internal Document Search and Advanced Search



Step	Action	Required Fields
1.	Use Advanced Filtering to sort and filter results.	
2.	Select Action to export results.	

### 1.3.1 Key Points

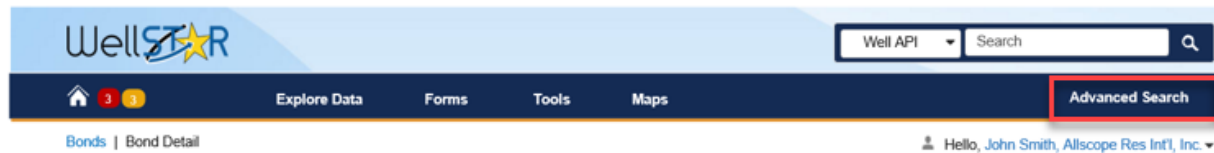
- Search Results are filterable and sortable
- Exports grid level information into an Excel document

## 2 ADVANCED SEARCH

Lesson Objectives:

- Advanced Search Parameters
- Advanced Search Results

### 2.1 Advanced Search Parameters



## General Navigation: Internal Document Search and Advanced Search

**Advanced Search**
Help

[Internal Well Management](#)  
 To search nearby WellSTAR records **By Address**, use [Maps](#)  
 To search WellSTAR Documents, use [Documents](#)

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**Search WellSTAR Records By:**

<b>Subject Type</b> <input type="text" value="Wells"/> <span>▼</span> <input type="text" value="Pipeline"/> <span>▼</span>	<b>Subject Sub Type</b> <input type="text" value="Natural Gas"/> <span>x</span>	<b>Subject Status</b> <input type="text" value="Active"/> <span>x</span>	<b>Subject Name</b> <input type="text"/> <input type="text"/>
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<b>Operator Status</b> <input type="text" value="Active"/> <span>x</span>	<b>Operator Name/Code</b> <input type="text" value="Chevron U.S.A Inc.(C5640)"/> <span>x</span>
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<b>County</b> <input type="text" value="Ventura"/> <span>x</span> <input type="text" value="Santa Barbara"/> <span>x</span>	<b>Field</b> <input type="text"/>	<b>Area</b> <input type="text"/>	<b>District</b> <input type="text"/>
<b>Section</b> <input type="text"/>	<b>Township</b> <input type="text"/>	<b>Range</b> <input type="text"/>	<b>B&amp;M</b> <input type="text"/>

**Lease Name**

	Action	Required Fields
1.	Select the Advanced Search button on the right.	
2.	Fill in desired search parameters.	N/A
3.	Select Help button for help in a new browser tab.	
4.	Select Search when complete.	

### 2.1.1 Key Points

- To search nearby WellSTAR records by Address, use Maps.
- To search WellSTAR Documents, use Documents.

Displays the unique ID for the subject:

- If the Subject is a Facility Group, Pipeline, Setting, or Sump, displays the Facility ID.
- If the Subject is a Lease, displays the Lease ID.
- If the Subject is a UIC Project or UGS Project, displays the Project Code.
- If the Subject is a Well Stimulation Permit, displays the WST Permit #.

## 2.2 Advanced Search Results

## General Navigation: Internal Document Search and Advanced Search

Advanced Search Results


Actions

Advanced Filtering Actions Search

Subject ID	Operator	Type	Sub Type	Status	Name	County	Field	Area	Lease
0411120566	Chevron U.S.A Inc.	Well	Oil & Gas	Active	Adams-Aguirre 1	Ventura	Ramona	Any Area	Adams-Aguirre
0441109566	Chevron U.A.A Inc.	Well	Dry Hole	Active	Adams-Aguirre 2	Ventura	Ramona	Any Area	Adams-Aguirre
0408322724	Chevron U.S.A Inc.	Well	Dry Hole	Active	Water Well 1	Santa Barbara	Any Field	Any Area	Water Well
0411120566	Chevron U.A.A Inc.	Well	Dry Hole	Active	Water Well 2	Santa Barbara	Any Field	Any Area	Water Well
0411120566	Chevron U.S.A Inc.	Well	Dry Hole	Active	Water Well 3	Santa Barbara	Any Field	Any Area	Water Well
90291431	Chevron U.A.A Inc.	Setting	N/A	Active	Unspecified	Ventura	Ramona	N/A	N/A
90388431	Chevron U.S.A Inc.	Setting	N/A	Active	Unspecified	Ventura	Ramona	Any Area	N/A
90988431	Chevron U.A.A Inc.	Setting	N/A	Active	Unspecified	Ventura	Ramona	Any Area	N/A

1 8 items per page

Viewing 8 of 124 results

Step	Action	Required Fields
1.	Use Advanced Filtering to sort and filter results.	
2.	More fields can be added or removed using the gear icon. 	
3.	Select Action to export results to an Excel file.	