User Reference Guide

Well Management
Module 1: View Well Details

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COURSE OVERVIEW

Course Description

This User Guide describes an end-to-end process to view well details in WellSTAR. It includes the extent of all major well information that Operators and Internal users (Division Users) can directly view within the main well information page.

The step by step of viewing (and in some cases downloading) following Well Details topics are explained:

- Production/Injection
- Tests
- Permits
- Associated Facilities
- Ownership History
- Documents
- Events

User Guide also describes the step by step processes of initiating various actions on a well; Submitting, Uploading, Downloading and GIS mapping are explained:
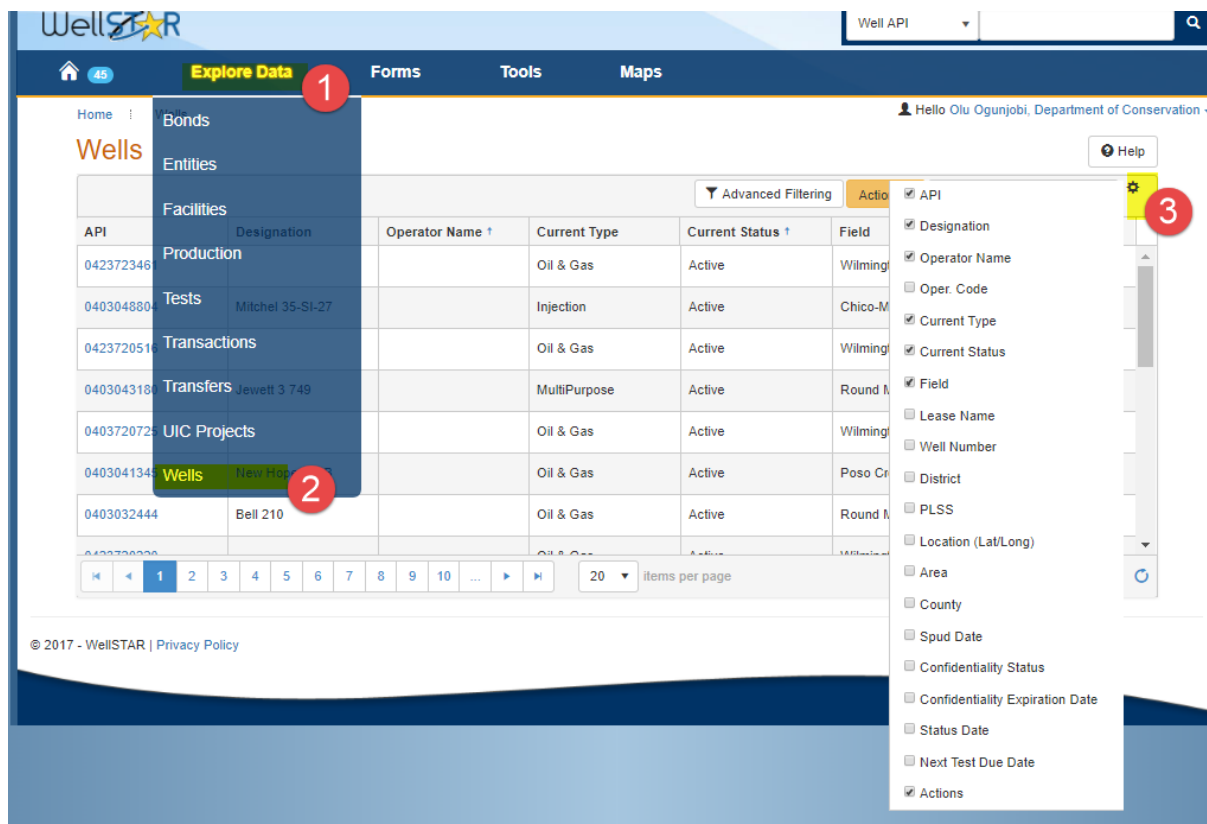
1 VIEW WELL DETAILS

The WellSTAR Well Detail page includes pulldown menus that allow a user to view and export well information.

Lesson Objectives:
- View Well Details

1.1 View Well List

Step	Action	Required Fields
1.	From Home Screen, hover over **Explore Data** pulldown	
2.	Click on **Wells.** List of all wells in database is displayed	
3.	Click on the gear button to sort well list. Turn topics on/off to resort well list.	

1.2 View Well Detail- Search an API

Step	Action	Required Fields
1.	From WellSTAR Home Screen, set the pulldown menu of the Global Search Window to Well API. Enter the 8-digit or 10-digit API and search. A **Well Search Result** table is opened	
2.	Click on the gear button to turn topics on/off to view more well information	
3.	Click on the **API** of the well. A **Well Detail** page is opened	

1.3   View Well Detail-Summary

Barnard 43 - API 0411122355 Summary ▾ Actions ▾

API Number 0411122355	**Well Designation** Barnard 43	**Well Number** 43
Operator Aera Energy LLC	**Well Type** Multi-Purpose	**Well Status** Active
Orphan Well N/A	**Hazardous Well** N/A	**Active Permit** No
Bond Number 5923683	**Confidential Well** No	**Confidentiality Expiration Date** N/A
Lease Barnard	**Surface Owner** N/A	**Mineral Owner** N/A
UIC Project 8140001	**Jurisdiction** N/A	**Well Name** Unspecified
Spud Date N/A	**Exploratory Well** No	**Dry Hole** N/A
Status Date 04/26/2018	**Initial Date of Production** N/A	**Directionally Drilled** Yes
UGS Project N/A	**WST Permit #** N/A	

Location Information ▸

Bottom Hole Location Information - Wellbore 0411122355-00 ▸

Wellhead Equipment ▸

Well Activity ▸

Zones of Significance ▸

| Wellbore 0411122355-00 | **Type:** Multi-Purpose | **Status:** Active | **Drill/Spud Date:** N/A | **Completion Date:** N/A | **Bottom Hole (MD):** N/A
Bottom Hole (TVD): N/A | ▸ |

Comments ▸

Step	Action	Required Fields
1.	On the **Well Detail** page , user can view well general information. Click on **Location Information** to view; Field, PLSS, Lat/Long, Pools, Elevation ASL and Onshore/offshore	
2.	Click on **Bottom Hole Location Information** to view bottom hole Field, PLSS, Lat/Long, Field, County, Corner Call	
3.	Click on **Wellhead Equipment** to view all wellhead equipment associated with the well.	
4.	Click on **Well Activity** to view and export; Production Data, Injection Data and Test Due Dates	
5.	Click on **Zones of Significance** to view; Zone Name, Zone Category, Depths od Zone, Pressure (psi), Expected/Actual and Oil/Gas show	
6.	Click on **Wellbore Information** to view; Plugback depth, BFW depth, Bottom depth, Type, Drill/Spud/Completion dates, Completion Interval and Formation depths	
7.	To view, export and add comments on a well, Click on **Comments**	

1.4 View Well Detail-Production/Injection Data

Step	Action	Required Fields
1.	On the **Summary** box dropdown click on **Production/Injection**	
2.	Click on the gear ⚙ button to open different **Production/Injection** topics. Check/uncheck topics to sort the data	
3.	To find Casing Pressure, make sure **Casing Pressure(psi)** is checked	

4.	Casing Pressure for the period shown is displayed in the highlighted column	

1.4.1 Find the Casing Pressure (psi) during months of 2014

Step	Action	Required Fields
1.	To find the **Casing Pressure (psi)** during 2014. From the screen in 1.4 above click on **Advanced Filtering** box	

2.	Enter 2014 in the **Reporting Period** box and click the Filter pulldown	
3.	Select **Ends with** to select only data for 2014	
4.	2014 casing pressure is populated	

1.5 View Well Detail- Tests

Step	Action	Required Fields
1.	On the **Summary** box dropdown, click on **Tests**	
2.	Click on the radio ⚙ button to open different **Test** topics. Check/uncheck topics to sort the data. Click on the **Action** box to Export table to PDF	

1.6 View Well Detail- Permit

Step	Action	Required Fields
1.	On the **Summary** box dropdown, click on **Permits**	
2.	Click on the gear ⚙ button to open different **Permits** topics. Check/uncheck topics to sort the data. Click on the **Action** box to Export table to PDF	

1.7 View Well Detail- Associated Facility

Step	Action	Required Fields
1.	On the **Summary** box dropdown, click on **Associated Facilities**	
2.	Click on the gear ⚙ button to open different **Associated Facilities** topics. Check/uncheck topics to sort the data. Click on the **Action** box to Export table to PDF	

1.8 View Well Detail- Ownership History

Step	Action	Required Fields
1.	On the **Summary** box dropdown, click on **Ownership History**	
2.	Click on the gear ⚙ button to open different **Ownership History** topics. Check/uncheck topics to sort the data. Click on the **Action** box to Export table to PDF	

1.9 View Well Detail- Documents

Step	Action	Required Fields
1.	On the **Summary** box dropdown, click on **Documents**	
2.	Click on the gear ⚙ button to open different **Documents** topics. Check/uncheck topics to sort the data. Click on the **Action** box to Export table to PDF	

1.10 View Well Detail- Events

Step	Action	Required Fields
1.	On the **Summary** box dropdown, click on **Events**	
2.	Click on the gear ⚙ button to open different **Events** topics. Check/uncheck topics to sort the data. Click on the **Action** box to Export table to PDF	

1.11 Actions that can be taken from the Well Detail Screen

Step	Actions	Required Field
1.	User can take several actions from the **Well Detail** page. Click on the **Actions** pulldown to: • View well on GIS Map • Create NOI to Rework well • Create NOI to Abandon well • Submit Well Summary • Change well name • Request Confidentiality for a well • Schedule a test • Submit test result • Export screen to PDF Clicking on any of the above will open a new screen- online Form	

2   GENERATE AND SUBMIT ELECTRONIC DATA DELIVERABLE (EDD)

The submission of Electronic Data Deliverables (EDD) will be implemented in different tasks and forms within WellSTAR. This lesson will cover the step-by-step process and generating and submitting an EDD. The lesson will start on the EDD Submission tab.

Step	Actions	
1.	Select whether you will submit data using the Electronic Data Deliverable (EDD) template or continue with submission of data using the online form. If **No** is selected move to the next step on the Form Navigation page	
2.	To use EDD, select **Yes**, • download the EDD template with the blue hyperlink *"Download the EDD Template"*. • Fill out all fields within template • Click select files and upload the completed EDD template. • Click next which will close the form while WellSTAR processes the submission.	

Key Points
   • Instead of manualy imputing data, the External/Internal user is able to upload data automatically and more quickly.