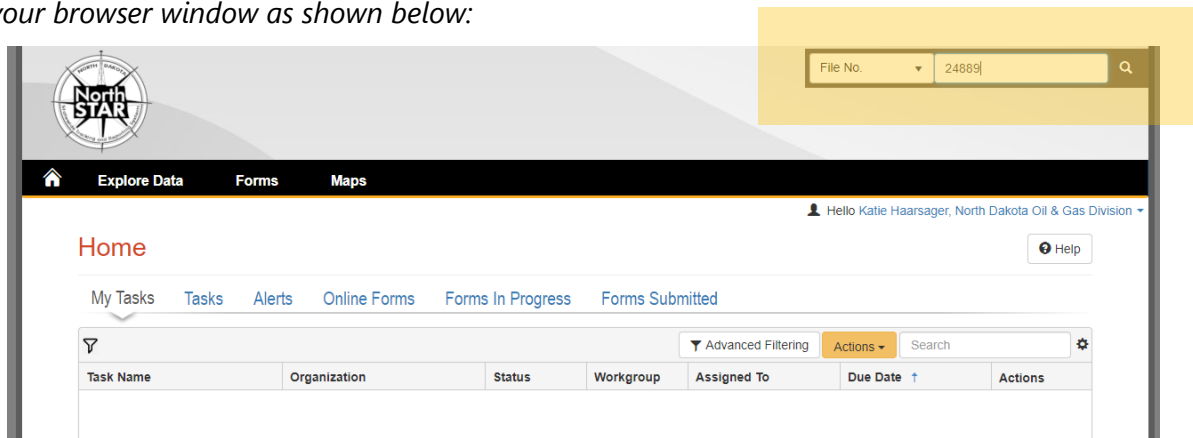


## Accessing and Printing Snapshots

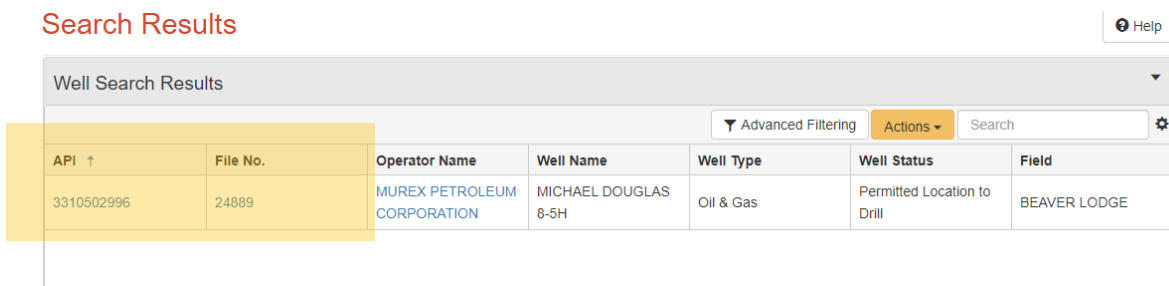
The NorthSTAR system will generate “snapshots” of forms created for the purposes of tracking versions submitted and processed in the system. These snapshots can be exported to a printable PDF form for personal access should you want a copy of the form outside of NorthSTAR.

### To access the snapshot:

1. Navigate to the Well Details page. This can be done by selecting “Explore Data” and then “Wells”. Using the “Advanced Filtering” option you can find the well in question to open and review. Another quick access would be to enter the NDIC File Number in the top right corner of your browser window as shown below:



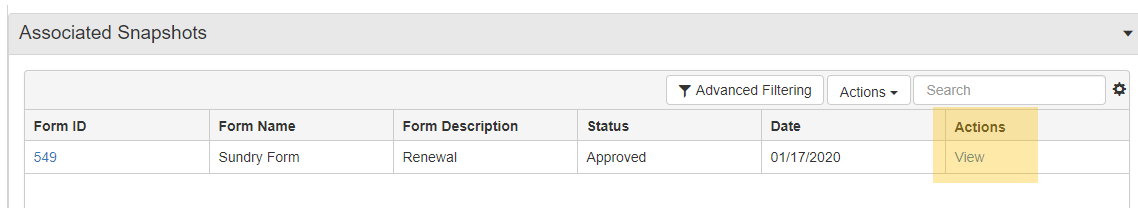
2. Click on the File Number or the API Number to open the Well Details page



3. At the top of the Well Detail page select “Summary” then “Documents”



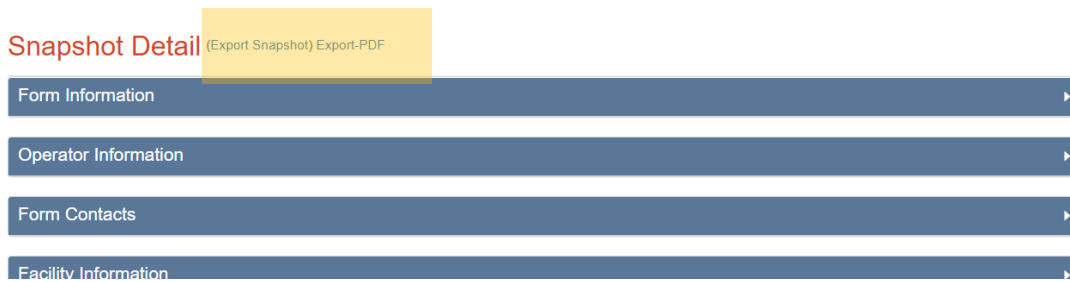
4. Find the Snapshot you are looking to print and select View



The screenshot shows a table titled "Associated Snapshots" with a search bar and "Advanced Filtering" and "Actions" buttons. The table has the following data:

Form ID	Form Name	Form Description	Status	Date	Actions
549	Sundry Form	Renewal	Approved	01/17/2020	View

5. Select Export-PDF



The screenshot shows the "Snapshot Detail" page with a sub-menu containing "Export Snapshot" and "Export-PDF". The "Export-PDF" option is highlighted. Below the sub-menu are four expandable sections: "Form Information", "Operator Information", "Form Contacts", and "Facility Information".

6. Open and Print the .PDF Generated