



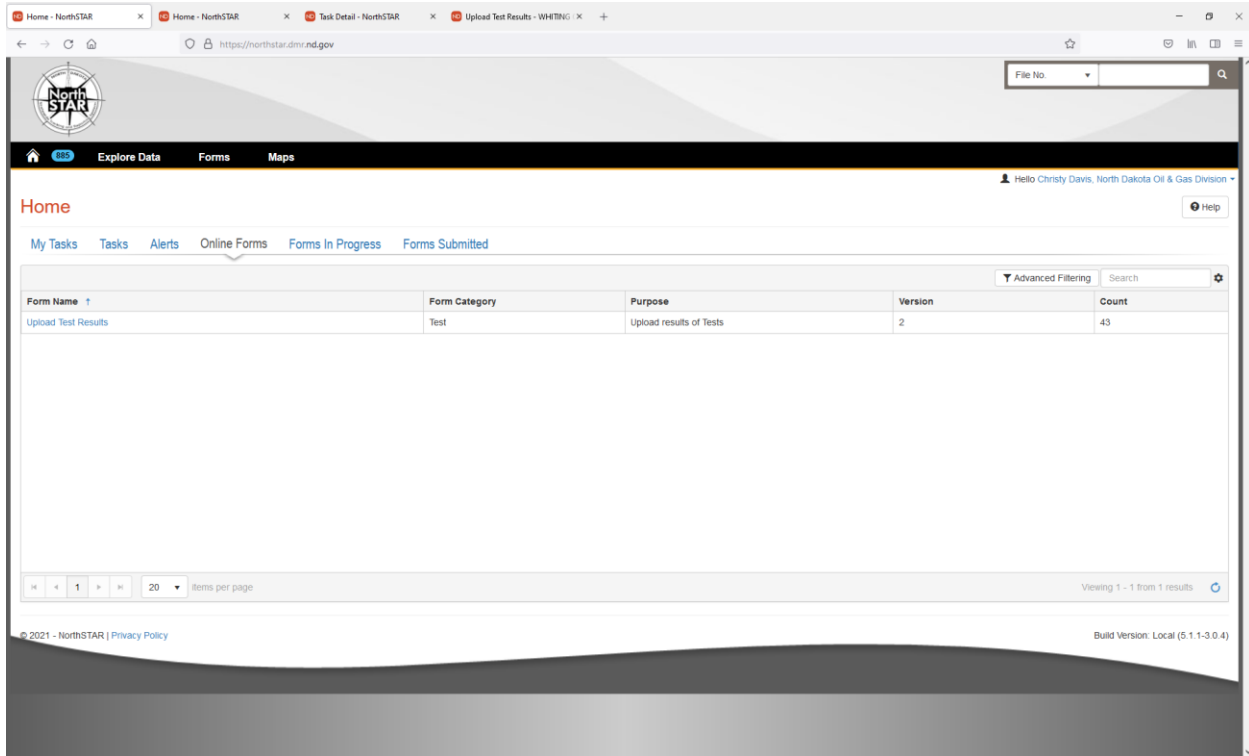
NorthSTAR User Manual
Upload Test Results:
Central Tank Battery Well Test Report
(Form 11)

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NorthSTAR User Manual
Upload Test Results: Central Tank Battery Well Test Report
(Form 11)
Version 1: 5.20.22

Step One



- Select Online Forms
- Click on Upload Test Results

Step Two

The screenshot shows a web browser window with the URL <https://northstar.dmr.nd.gov/OnlineForm/ViewProfileRequest?viewProfileID=1053>. The page title is "Upload Test Results". The user is logged in as "Hello Christy Davis, North Dakota Oil & Gas Division". The form is titled "Form Information" and contains the following fields:

- Form Name:** Upload Test Results
- Organization:** WHITING OIL AND GAS CORPORATION (3204) - DENVER, CO
- Test Subject:** Facility Component Well
- Test Type:** Central Tank Battery Well Test
- Description (e.g. Test Type - File No. - Well Name & Number):** CTB well test 223668

At the bottom of the form, there are two buttons: "Cancel" and "Save & Continue".

- Select your Test Subject
 - Facility Component
- From the Test Type drop-down menu, select Central Tank Battery Well Test
- In the Description text box, type "CTB well test" followed by the Facility ID number (aka CTB number)
- Click Save & Continue

Step Three

The screenshot shows a web browser window with the URL <https://northstar.dmr.nd.gov/OnlineForm/ViewProfileRequest?requestID=43993&step=2>. The page title is "Upload Test Results - WHITING OIL AND GAS CORP (3204)".

Form ID: 43993

Form Navigation

1. Form Information
2. Operator Information
3. Test Subject Selection
4. Test Details
5. Document Upload
6. Form Submit
7. Confirmation
8. Review Comments
9. Review

Operator Information [Hide Form Navigation]

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the form submitter is selected as a contact. * Indicates required field

Organization Name
WHITING OIL AND GAS CORPORATION (3204)

Type of Organization
Corporation

Organization Primary Address
1700 Lincoln, Ste 4700
DENVER, CO 80203

Organization Primary Phone Number
(303) 837-1661

Ext

Contacts

Name	Phone Number	Email	Role	Actions
Christy Davis	(701) 328-8020	christyadavis@nd.gov	Submitter	

Back Next Save

- The "Operator Information" tab you can add contacts to the form by clicking on actions then add. However, this tab does not have any required fields, so you can click "Next" at the bottom of the screen if you do not wish to add any more contacts who need to be notified when the form is approved.

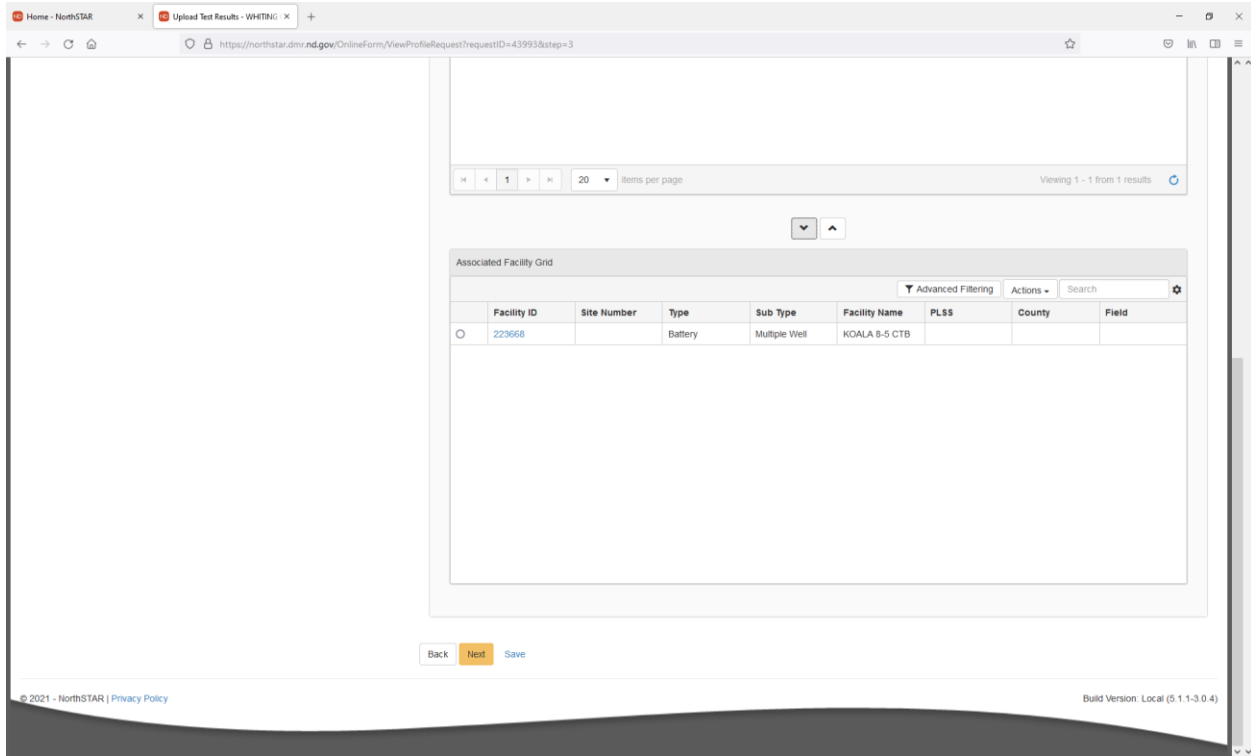
Step Four

The screenshot shows the 'Test Subject Selection' step of the 'Upload Test Results' process. The interface includes a navigation menu on the left, a main content area with a 'Select Facility Grid' table, and an 'Associated Facility Grid' table below it. The 'Select Facility Grid' table has columns for Facility ID, Site Number, Type, Sub Type, Facility Name, PLSS, County, and Field. A single record is visible with Facility ID 223668, Type Battery, and Sub Type Multiple Well. The 'Associated Facility Grid' table is currently empty.

- Click "Advanced Filtering"
- In the Facility ID field, type your Facility ID number (aka CTB number) and hit the Enter key
- Click on the dot next to your number when it appears in the search results
- Click the down arrow below your Select Facility Grid (above the Associated Facility Grid)

**Notes: This grid will bring up all facilities associated to your organization. If you can NOT find a particular facility (CTB) keep note of the facility and facility ID (CTB #) that is not in the grid. Once all of your organizations CTB well tests have been submitted send the list of missing facilities to Christy Davis at christyadavis@nd.gov or Allen Christensen adchristensen@nd.gov.*

Step Five



- Make sure your Facility ID number now appears in the Associated Facility Grid
- Click Next

Step Six

Form ID: 43993

Form Navigation

1. Form Information
2. Operator Information
3. Test Subject Selection
4. Test Details
5. Document Upload
6. Form Submit
7. Confirmation
8. Review Comments
9. Review

Test Details

Please enter the details of the Test below. * Indicates required field

Test Information

Test Type: Central Tank Battery Well Test

Actual Test Date: 11/23/2021 12:00 AM

Test Frequency: [Text Field]

Frequency Units: [Dropdown]

Test Result: [Dropdown]

Inspector Submitted: [Dropdown]

Next Test Due Date: [Text Field]

Bismarck Reviewer: [Text Field]

Comments: [Text Area]

Central Tank Battery Well Test Details

Well Tested?	Well File No.	Well Name ...	Starting Te...	Ending Test...	Hours Tested	Oil (Bbls)	Water	Actions
								Add New Export - Excel

- Fill out the Test Details form
- The only required field in the Test Information section is the "Actual Test Date"
 - Use the date you are submitting the test to NDIC
- In the Central Tank Battery Well Test Details, click "Actions" and "Add New"

Step Seven

The screenshot displays the 'Test Record' pop-up form within the NorthSTAR web application. The form is titled 'Test Record' and contains several required fields, indicated by an asterisk (*). The fields are: 'Well Tested?' with radio buttons for 'Yes' (selected) and 'No'; 'Well File No.' with a dropdown menu showing options 23668, 23669, and 23670; 'Well Name & Number' with a text input field; 'Ending Test Date' with a date picker; 'Hours Tested' with a text input field; 'Water (Bbls)' with a text input field; and 'Gas (MCF)' with a text input field. There is also a 'Notes' text area at the bottom. The background shows the 'Upload Test Results - WHITING OIL AND GAS CORP (3204)' form with a navigation sidebar on the left and a 'Test Information' section on the right.

- All fields in the Test Record pop-up are required, except for Notes
- Select your first well number from the drop-down menu and type all corresponding information in the fields that follow
- Click Save

Step Eight

The screenshot shows a web browser window with the URL <https://northstar.dmr.nd.gov/OnlineForm/ViewProfileRequest?requestID=43993&step=4>. The page is titled "Upload Test Results - WHITING". On the left, a sidebar lists steps: 7. Confirmation, 8. Review Comments, and 9. Review. The main content area contains a "Bismarck Reviewer" dropdown menu, a "Comments" text area, and a "Central Tank Battery Well Test Details" table. The table has columns for Well Tested?, Well File No., Well Name..., Starting Te..., Ending Test..., Hours Tested, Oil (Bbls), Water, Add New, and Actions. A single row is visible with the following data: Yes, 23668, KOALA 8-5-6-4H3, 9/6/2020, 9/7/2020, 24, 18, 38. Below the table are "Back", "Next", and "Save" buttons. The footer includes "© 2021 - NorthSTAR | Privacy Policy" and "Build Version: Local (5.1.1-3.0.4)".

Well Tested?	Well File No.	Well Name ...	Starting Te...	Ending Test...	Hours Tested	Oil (Bbls)	Water	Add New	Actions
Yes	23668	KOALA 8-5-6-4H3	9/6/2020	9/7/2020	24	18	38	Export - Excel	Actions

- Your test information from the previous step will now appear under Central Tank Battery Well Test Details
- If this is your only well number under the Facility ID number, click Next
- Otherwise, click Actions and Add New
 - Repeat Step Seven for each additional well number in this Facility ID

Notes: THIS MUST BE DONE FOR EACH WELL IN THE CTB UNLESS THE WELL WAS SI DURING THE REQUIRED MONTH OR QUARTERLY TEST.

Step Nine

The screenshot displays the 'Step Nine' interface for uploading test results. On the left, a progress bar shows steps 7 (Confirmation), 8 (Review Comments), and 9 (Review). The main content area includes a 'Bismarck Reviewer' dropdown menu, a 'Comments' text area, and a 'Central Tank Battery Well Test Details' table. The table contains the following data:

Well Tested?	Well File No.	Well Name ...	Starting Te...	Ending Test...	Hours Tested	Oil (Bbls)	Water (Bbls)	Gas (MCF)	Actions
Yes	23668	KOALA 8-5-6-4H3	9/5/2020	9/7/2020	24	18	38	46	Actions+
Yes	23669	KOALA 8-5-6-5H	9/5/2020	9/6/2020	24	20	50	55	Actions+
Yes	23670	KOALA 8-5-6-5H3	9/4/2020	9/5/2020	24	30	65	115	Actions+

At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Save'. The footer of the page includes the copyright information '© 2021 - NorthSTAR | Privacy Policy' and the build version 'Build Version: Local (5.1.1-3.0.4)'.

- Any wells not included in the CTB well test, type in the Comments section above the Central Tank Battery Well Test Details grid the well name, file number and reason why well was not tested during the required time.
- When you have all your well tests for this Facility ID, click Next
- The next screen will be for a Document Upload, which is not a requirement for CTB well test reporting, so click Next

Step Ten

7. Confirmation
8. Review Comments
9. Review

Items per page: 20. No results to display. Add

Acknowledgement

Submitter
Internal User Christy Davis

Submitter Title *
Oil and Gas Production Analyst

Date Received *
11/23/2021

I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete. *

Form Submit Preview

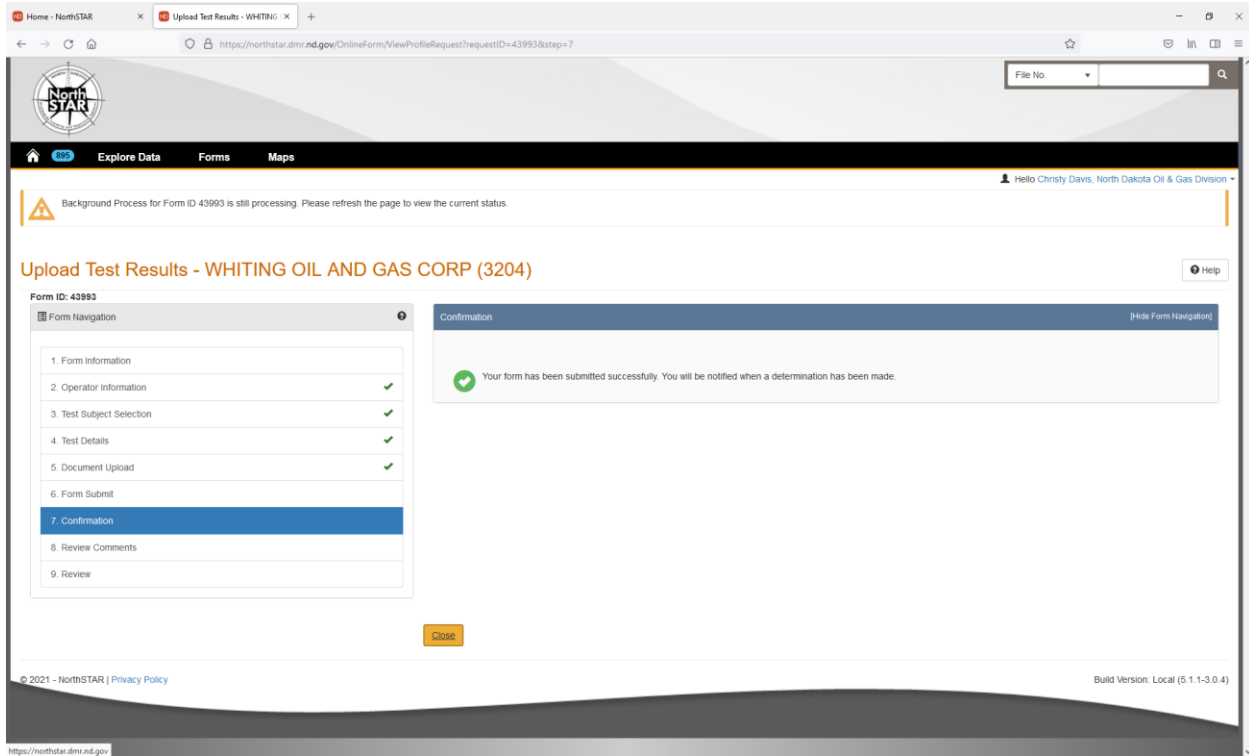
Click the button below to preview your submission summary.
Preview Submission Summary

Back Submit Save

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- Fill in the required fields for the Acknowledgement
- Click Submit

Step Eleven



- Your tests are now submitted and awaiting NDIC approval
- For your next Facility ID number, return to Step One