



NorthSTAR User Manual
Upload Test Results

Table of Contents

	Page
Upload Test Results Global Fields and Functions	2
Step 1 Form Information	3
Step 2 Operator Information Form	3
Step 3 Test Subject Selection	5
Step 4 Test Details	6
Step 5 Document Upload	6
Step 6 Form Submit	7
Step 7 Confirmation	8
Step 8 Review Comments	8
Step 9 Review	8

Upload Test Results: Global Fields and Functions

This section outlines fields and functions of pages that are common in all test types regardless of work type, and data input sections that are common in multiple work types.

Security Permissions

Access to upload test results is only available to those with the below security permissions.

- **NorthSTAR Admin** – Ability to Create, Read, Update, and Delete
- **Test Manager** – Ability to Create, Read, Update, and Delete
- **Test Submitter** – Ability to Create, Read, Update
- **Test Read Only** – Ability to Read

The NorthSTAR Admin is the only person who can view or edit security permissions.

To view Security Permissions:

- *Click on My Organization*
- *Click on Associated People*
- *Click on the hyperlinked name of the person you would like to review*
- *Click on Summary*
- *Click on Security*
- *Check permissions that apply and click Save*

TIP: Users with security permissions for a specific NorthSTAR form will be able to - at a minimum - read all forms in progress or submitted of that specific form type if they are affiliated with the Organization the form is being submitted under.

Step 1: Form Information

The Form Information page is used to collect organization, facility, test type, and a brief description of what the test is being submitted for.

Fields and Functions:

Form Name: Will default to the form you have selected in NorthSTAR.

Organization: Will default to the Organization that you are currently logged in as.

Test Subject: The type of facility the test applies: Facility Component or Well

Test Type: Select the test type that you are submitting information for. The following test types are available:

Facility Component Tests:	Well Tests:
Central Tank Battery Well Test	Bottom Hole Pressure Test
Gas Meter Calibration Test	Drill Stem Test
Injection Line Pressure Test	Fluid Level Test
Oil Meter Proving Test	Gas Analysis Test
Vapor Pressure Test	Gas-Oil Ratio Test
	Mechanical Integrity Test
	Oil Analysis Test
	Production Test
	Water Analysis Test

Description:

A description of what the test is being submitted for.

Use the format: *[Well Name] or [Facility Name] – [NDIC File Number] - [Test Result Type]*

Step 2: Operator Information

The Operator Information page is used to designate contacts for the test.

By default, the person who is logged in and submitting the test will be displayed in the "Contacts" grid. By clicking the "Actions" button and selecting "Add Contact", additional contacts can be associated with the test.

Review the operator information displayed at the top of the form to ensure the correct organization has been selected.

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 Type of Organization

Organization Primary Address

Organization Primary Phone Number Ext

Contacts

Name ↑	Organization Pr...	Email	Role	Actions
Dan Jacobsen	(701) 328-8020	dejacobsen@nd.gov	Submitter	

The Operator Information Section

Step 3: Test Subject Selection

The Test Subject Selection grid is used to select the facility that the test applies to. The grid will pre-populate with wells or facilities that are associated with the operator.

Tests can only be submitted for one well or facility at a time.

Select the facility or well the test applies to in the "Select Well" grid, **click the down arrow beneath the grid**, and the selected facility will display in the "Associated Well" grid.

Test Subject Selection
[Hide Form Navigation]

Please use grid to select the record for which your Test Results are associated.

Select Well

Advanced Filtering
Actions

⚙️

	API ↑	File No.	Well Name	Well Type	Well Status	Field
<input type="radio"/>	3310502763	null	COLUMBIA FEDERAL 7-5H	Oil & Gas	Active	DOLLAR JOE
<input type="radio"/>	3310502764	null	COLUMBIA FEDERAL 6-5H	Oil & Gas	Active	DOLLAR JOE
<input type="radio"/>	3301101510	null	ERIC 22-24SH	Water Injection	Active	CEDAR HILLS
<input type="radio"/>	3302300888	null	HUNDSEID 1-8H	Oil & Gas	Active	UPLAND
<input type="radio"/>	3302501833	null	JENSEN 3-8H	Oil & Gas	Active	CHIMNEY BUTTE
<input type="radio"/>	3302501834	null	JENSEN 4-8H1	Oil & Gas	Active	CHIMNEY BUTTE
<input type="radio"/>	3302500625	null	DENNIS 44-8H	Oil & Gas	Active	CEDAR COULEE

⏪ ⏩ 1 2 3 4 5 6 7 8 9 10 ...
20 items per page
Viewing 1 - 20 from 2407 results

⏴ ⏵

Associated Well

Advanced Filtering
Actions

⚙️

	API	File No.	Well Name	Well Type	Well Status	Field
<input checked="" type="radio"/>	3302501833		JENSEN 3-8H	Oil & Gas	Active	CHIMNEY BUTTE

The Test Subject section with one well selected

Step 4: Test Details

The Test Details section is where the details of the specific test selected are inputted. Details on the use of common elements in the sundry forms will be outlined in section 2.



The red asterisk indicates required fields. However, please fill out the test as completely and to the best of your knowledge.

Test details pages will be different based on the test you are submitting for. If you have questions about a specific Test Details page and how to fill it out, please email oilandgasinfo@nd.gov

Step 5: Document Upload

Used to upload documents applicable to the work being done, documents to support a test, etc.

At the top of the grid, click the "Actions" button and select "Add New". Follow the instructions on the input form.

Attaching a New Document:

1. At the top of the grid, click the "Actions" button and select "Add New".
2. Click the circle by the "Upload New Document" statement for new attachments.
3. Choose to either have the attachments marked "Internal Only" or "Request Confidentiality" or both by clicking the box next to either statement.
4. **Type:** From the pull-down menu, you may choose from an assortment of document types
 - Photo
 - Supporting Document
 - Test Results
5. **Relevant Date:** Input the date of the submittal of the application.
6. **Description:** Input any additional description for the attachment.
7. **Filename** (Attaches the document):
 - First, click the "Browse" in order to navigate to the desired attachment.
 - Next, click the desired attachment inside the pop-up window.
 - Then, click the "Open" button.
 - Wait for the attachment to download.
 - Lastly, click the "Upload" button in the "Document Upload" pop-up window.
8. Once all attachments have been uploaded, click "Save" at the bottom of the page.

Step 6: Form Submit

Test form submittal to the Oil and Gas Division.

Click the checkbox next to the statement "I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete." Click "Preview Submission Summary" to review the form, and then click "Submit".

Form Submit [Hide Form Navigation]

Associate related online form submissions to this submission by entering the Form ID or Form Description.

Comments

Actions

0 items per page No results to display

Add

Acknowledgement

Submitter
Internal User Dan Jacobsen

Date Received
10/31/2019

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

The Form Submit Section

Step 7: Confirmation

Once submitted you will be taken to the "Confirmation" page which will indicate the form was successfully submitted or will indicate an error if there was a problem with the submission. Your form will be assigned a number that will be shown in **BOLD** text.

Form ID: 709

Form Navigation

1. Form Information
2. Organization ✓
3. People ✓
4. Document Upload ✓
5. Form Submit
6. Confirmation
7. Review Comments
8. Reviewer Fields
9. Review

Confirmation [Hide Form Navigation]

✓ Your Organization Questionnaire form **709** has been submitted successfully. Once approved, an email providing initial login instructions will be sent to newly created NorthSTAR users.

Close

Step 8: Review Comments

This information is to be completed by internal Oil & Gas Division Staff.

Step 8: Review

This information is to be completed by internal Oil & Gas Division Staff.