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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
- **TestSubmitter** – 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:

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<td>Production Test</td>
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<td>Water Analysis Test</td>
<td>Water Analysis Test</td>
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</table>

**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 summiting 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.
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.

*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”.

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.

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.