

Utah eReport

Instructions

Method 2 - eReportRemote -- (downloadable .Net program)

NOTE – .Net Framework: Before using this .Net program, you will need to confirm that the Microsoft .Net Framework version 2.0 is installed on your computer. The .Net Framework comes integrated with newer versions of Windows XP. You can check this by clicking on "Start/Control Panel/Add or Remove Programs" and then checking the resulting program list for "Microsoft .NET Framework 2.0". The .Net Framework is available from Microsoft at no charge at: <http://www.microsoft.com/downloads/details.aspx?FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en>

NOTE – Updating eReportRemote: If you are upgrading from eReportRemote version 1.0 to version 2.0, you will need to confirm that the Microsoft .Net Framework 2.0 is installed on your machine as explained above. You will also need to remove eReportRemote version 1.0 from your computer prior to installing version 2.0. This is done by clicking on "Start/Control Panel/Add or Remove Programs", locating and highlighting "eReportUT", and then clicking on the "Remove" button. You are then prepared to install version 2.0 by following the "Download and Setup" instructions below.

NOTE – eReportRemote Enhancement: Version 2.0 of eReportRemote provides a simpler solution for mapping large in-house databases to the Utah file structure and converting that data to an XML batch file. For more information, see "Method 3 – Database Batch (Large Operators)".

Download and Setup...

1. Once you have received notification that your registration has been approved (see "Getting Started"), log back into the eReport website at <http://utstnrogmsql3.nr.state.ut.us/Utah.ereport/cfm/login.cfm>
(Note: If you are just upgrading to a newer version of eReportRemote, or if you have already been using the eReport web forms, there is no need to re-register).
2. Click on the menu option "eReportRemote (Download)". Read the brief download introduction.
3. Click on the "Download eReportRemote.NET Version 2" link to save the setup program file (eReportUTSetup_v2.zip) to your computer. Save the file to a "Temp" folder or some other place where you can find it again.
4. Once the setup file has been downloaded to your computer, click on "Logoff eReport" to exit the system.
5. Locate the eReportUTSetup_v2.zip file that you downloaded in step 3 and double-click on it. This should start the file extraction process to retrieve all of the setup files.
(Note: There are numerous variations of file extraction programs in use. It is, therefore, difficult to give precise instructions for unzipping files. Double-clicking with the left mouse button to activate an extraction wizard or right clicking and selecting "Extract" seem to be

the most common methods to initiate the process. Make sure you extract the files to a folder where you can locate them once unzipped).

6. Double-click on the "eReportUTSetup.msi" file to begin the setup process (you may or may not be able to see the ".msi" extension, depending on your Windows settings). The program will walk you through the simple process. If successful, the program, by default, will be loaded to "C:\Program Files\GWPC\leReportUT\".
7. If desired, locate the "eReportUT.exe" file in this folder and create a shortcut for your desktop (again, you may or may not be able to see the ".exe" extension, depending on your Windows settings).

Using the Application...

1. Double-click on your shortcut or go to "Start/Programs/Utah eReport" to open the Utah eReportRemote.NET program.
2. Click on the "Login to eReport Server" button and enter your user login information established in the "Getting Started" section. Click on the "Login" button.
3. In the "Step 2, Enter Selection Criteria" area, click on the "drop-down" box, locate your approved company, and click on it. Do the same for "Report Month" and "Report Year".
4. Click on the "Retrieve Dataset" button to download your well data from the Division of Oil, Gas and Mining database.
5. Click on the "Production", "Disposition", or "Enhanced Recovery" tabs at the top of the screen. Your company information should be visible. Enter the appropriate data.
6. Once your report data has been entered, go back to the "eReport Server" screen by clicking on the "eReport Server" tab. Make sure the correct check boxes are selected for the reports you will be submitting (i.e., "Disposition/Production" and/or "Enhanced Recovery").
7. Click on the "Save Dataset" button to save the report file to your computer.
NOTE: This step can be performed any time after you download your company data (step 4). Once the file is saved to your computer, you can work on your report at your leisure without being logged into the internet. You can save your data and then re-open the file later by clicking on the "Open Dataset" button.
8. To submit your data, click on the "Submit Dataset" button.
 - If your report passes a series of built-in validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining.
 - If your report fails the built-in validation checks, a list of problems will be shown. Go back to your reports, make the necessary corrections, save the dataset, and then resubmit them by again clicking on the "Submit Dataset" button. Call (801) 538-5331 or (801) 538-5275 for assistance.
9. Once your report has been accepted, you may exit the program by clicking on the red "X" in the upper right-hand corner.