Utah eReport

Instructions

METHOD 2 - eReportRemote -- (downloadable program)

eReportRemote is a program built with .Net technology that can be downloaded to the user's computer to assist small and moderately-sized companies in their reporting. It allows users to access their current well (production and enhanced recovery) and entity (disposition) information from the division's databases, manually input their reports off-line, and then submit their data via the internet. It includes data entry forms for Utah production, disposition, and enhanced recovery reports. Once downloaded, most companies find this program easier to use than the web forms because of its spreadsheet-style format. This program can be used by following these steps:

> **NOTE -- .Net Framework:** Before using this .Net program, you should confirm that the Microsoft .Net Framework version 2.0 is installed on your computer. The .Net Framework came integrated with later versions of Windows XP. You can check this in Windows 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

Download and Setup...

1. Once you have received notification that your registration has been approved (see "Getting Started (Registration)" above), log back into the eReport website at http://utstnrogmsql3.nr.state.ut.us/Utah.ereport/cfm/login.cfm (Note: If you've already been using the eReport web forms, there is no need to re-register).
2. Go to "eReportRemote (.Net Program)" in the Menu, click on the '+' sign, and then click on "Download Program."
3. Click on the "Download eReportRemote.NET Version 2" to save the program setup 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 contained within the zip file.

(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 setup process. If successful, the program, by default, will be loaded to "C:\Program Files\GWPC\ eReportUT\".

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 (created in step 7 above) 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 (Registration)" section above. 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 a copy of the report file data to your computer.

NOTE: This step can be performed any time after you download your company data (step 4). Once the data 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 <u>report passes</u> a series of validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining.

-- If your <u>report fails</u> the 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 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.**

10. **You can check the status of any of the reports you have filed thru eReport by clicking on "Check My eReport Status" in the Menu, entering the desired operator and report period, and then clicking on the "Review" button.**