

# Utah eReport

## Instructions

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### **METHOD 3 - Database Batch (Intended for large operators but can be used by anyone)**

This option allows users to submit large report batches without having to manually enter their data. Operators who have the ability to export data directly from their databases into CSV files can then upload the files easily and quickly into eReport. This can be done by following these steps:

**NOTE:** Although this method was developed with large operators in mind, it can be utilized by any company that has the ability to get its data into the proper format. Prior to using this option, the operator must create its own CSV files for production and disposition. Please follow these guidelines to assure that your files are properly formatted:

### **Batch Format Guidelines**

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>.
2. Go to "Batch Submittal" in the Menu and click on the '+' sign.
3. Click on "Upload Batch Reports".
4. Browse for and select the disposition and production CSV files that you previously created from your data for the desired report period.
5. To submit your files, click on the "Submit Files" button. Large files usually take several minutes to process.
  - If your report passes a series of validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining.
  - If your report fails the validation checks, a list of problems will be shown. Go back to your CSV files, make the necessary corrections, save the files, and then resubmit them by again clicking on the "Submit Dataset" button. Call (801) 538-5331 for assistance.
6. Once your report has been accepted, you may exit the program by clicking on the red "X" in the upper right-hand corner.
7. 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.