

# MSRBDMS.NET User's Help Manual

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## Getting Started

### Welcome to RBDMS.NET

The [Ground Water Protection Council \(GWPC\)](#) and the Mississippi State Oil and Gas Board (MSOGB) welcome you to RBDMS.NET, version 2.0, a major update of the original Risk Based Data Management System (RBDMS). This application combines such useful functionality as a powerful search utility, integration with a GIS, and highly granular security in a .NET application suitable for use within agency offices and for field inspection.

The front-end application is paired with a SQL Server 2008 database that houses data associated with well and well history tracking (ownership, bonding, permitting, location, construction, inspection, production, and plugging/ restoration), compliance monitoring, complaint adjudication, and financial transaction tracking. This manual provides a summary of how RBDMS.NET can support MSOGB business processes and the steps for completing the various operations related to these areas of agency concern.

As a convention in this manual, the names of specific explorer bars, menus, pages, button controls, and form fields are shown in bold font. Uneditable column names and data input as user response are shown in italic font.

Systems analysis and .NET programming services for this project were provided by [Coordinate Solutions, Inc.](#) and [Virtual Engineering Solutions, Inc.](#)

### Hardware and Software Requirements

Client workstations that run the RBDMS.NET front-end application should be adequate for supporting the application prerequisite of the Microsoft .NET Framework 4.0, which is available as a free download from the [Microsoft](#) site.

RBDMS.NET was developed to run on XGA (1024 x 768) monitors or better.

### Installing RBDMS.NET

Your system administrator will provide you with a link to the .msi installer for RBDMS.NET.

1. Double-click on the installer file name in Windows Explorer and step through the brief wizard to install the RBDMS.NET front-end application.
2. Launch RBDMS.NET by clicking **Start | All Programs | GWPC | Rbdms.Net MS**.
3. If directed by your system administrator, open the **Database Connections** form by clicking the **Configure** button at the bottom of the login page. Note that this form also can be opened after login from the main menu (**Configuration | Database Connections**).
4. Modify, test, and save each connection string (RBDMS Data, Security Database, and DMZ Database) by clicking the appropriate radio button, modifying the connection information, clicking **Test Connection** and finally **Save Connection**.
5. Re-start the application so that the new settings take effect.
6. Log in with either Windows or ASP.NET security, as specified by your database administrator.

### Finding Information

One of the most powerful features of RBDMS.NET is the searching and pattern matching used for data retrieval in the **Find** window on the top left portion of the application window. For immediate retrieval of a specific record within RBDMS.NET, you can enter any of the following patterns:

- An API number (10-14 digits with or without hyphens)
- A docket number (###-yyyy)

- A payment application number (#####)
- A permit number (yyyy-3-letter permit type-####)





Additionally, the **Find** window also accepts string input to perform "Like" searches. So if you input the string *ADAM* in the **Find** window and then click the **Go** button, the search results will summarize the number of records that contain the string *ADAM* found in each of the categories of Entities, Docket Items, Inspections, Payments, Permits, and Wells.

If the **Find** search returns only a single result, that record will open automatically. If more than one record is returned, the number of results in each of the six categories is summarized in a tree control that makes browsing the results easy.


## Tracking Companies and Bonds


### Creating Company Records

To create a new company or individual entity record within RBDMS.NET, follow these steps:

1. From the **Processes** explorer bar, double-click **Entity | Create New Entity** to open the **Entity Information** form.
2. In the **Entity Information** form, complete the **Entity Name**, **Entity Type**, and address information.
3. If the company is a subsidiary of another company that the MSOGB also is tracking within RBDMS.NET, in the **Parent** field, click the **Builder**  button in the [Pick-and-View](#) control to open the **Select Entity** utility. Browse to or type-ahead to find the target entity's parent company and select it, either with a double click on the row or a single click + the **Select** button. This action will add the new company to the **Subsidiary** tab of the parent company's Entity record.
4. Click **Save**  and begin to enter data in the subforms.
5. On the **Addresses** tab, click **Add** to create a new, blank record row and enter an address for the entity. You will need to specify the **Type** of address (primary, mailing, billing, permit office, etc.) for each record. Click the **Builder**  button and enter contact information for the entity. **Contact Type** is a required field for each communication record you add. You may add additional addresses by clicking the **Add** button. Your system administrator can add address types as needed.
6. Switch to the **Roles** tab and click **Add** to create a new role for the entity. You may enter as many roles for the entity as needed. **Important Note:** The [Pick-and-View](#) controls throughout RBDMS.NET are filtered by the context in which they are offered. Therefore, when you create a new entity in RBDMS.NET, be sure to identify a role for the company or person for whom you are creating a record. This will optimize the functionality of the Pick-and-View controls. In addition, some of the business logic built into RBDMS is strictly dependent upon this context. For example, operators cannot be bonded or be associated with wells and [well transfers](#) unless they are in the *Oil and Gas Operator (OGO)* role.
7. If the entity you are creating is an agent for other companies, switch to the **Agents** tab and click **Add**. The **Select Entity** search utility will open and you can use this portion of the [Pick-and-View](#) functionality to select companies that your entity will represent as an agent.
8. If you need to enter employee contact information for the new company entity you have created, click the **Add** button on the **Employees** tab. This action creates both a new record on the subpage and a new entity record within RBDMS.NET.
9. Choose **Save**  or close the **Entity Information** page. If you close the page before applying your changes, the application will prompt you to save your work.

The **Wells** tab of the **Entity Information** page holds a read-only list of any wells that are operated by the entity. This is also the page in RBDMS.NET where [well transfers](#) are handled.

Click the **View**  button on the record row headers in the grid displayed on this page to open a specific well record.


The **Bonds** tab holds a read-only list of any bonds that are held by the entity. Click the **View**  button on the record row headers in the grid displayed on this page to open a specific bond record.

Please see the topic [Handling Subscription Orders](#) for a discussion of the information managed on the **Subscriptions** tab.

Entity records cannot be deleted through the RBDMS.NET user interface.


## Managing Bond Records

Bond records are associated with entity records in MSRBDMS.NET. Therefore, to create a new bond record, you must begin on the **Entity Information** page for the company that is bonded.

1. On the **Entity Information** form for the company being bonded with the MSOGB, click to the **Bond** tab and click the **Add** button. If you have uncommitted changes on the data entry, the application will prompt you to save your changes. Then the **Bond Information** page will open.
2. On the **Bond Information** form, the **Operator** field will default to the same entity from which you entered the bond record. Use the [Pick-and-View](#) control next to the **Guarantor** field to select an entity in the role of guarantor.
3. Complete the rest of the parent bond record for the amount of the bond (required), status of the bond, the guarantor's bond number, purpose, the maximum number of wells, the type of instrument, and any comment desired.
4. The **Dates** tab on the **Bond Information** form allows you to maintain bond histories by recording key event dates. Click the **Add** button to create a new bond date record.
5. Click **Save** .

For more information, please see [Associating Wells with Bonds](#).

To delete a bond record, you must remove all wells associated with a bond as a prerequisite to deleting a bond. This can be done by deleting the well from the **Wells** tab. Ideally, these wells should be [transferred to another bonded operator](#). Before deleting a bond, you also may need to refresh the **Bond Information** page by closing and re-opening it after you remove the wells.





1. In the **Bond Information** page, click the **Delete**  button on the tool bar.
2. When prompted to confirm the delete, click the **Yes** button. You will be returned to the **Entity Information** form.



**Note:** Wells must be manually removed from the bond held by the previous operator. Adding a previously bonded well to another operator's bond will not automatically remove it from the original bond.

## Associating Wells with Bonds

For well transfers between operators, Mississippi business rules require that a well be covered by a bond held by the new operator before the transfer can be executed in RBDMS.NET. To associate wells with a particular bond, you must have the appropriate [Bond Information](#) record open.

1. On the **Wells** tab on the **Bond Information** form, click **Add Wells to Bond** to open the **Select Wells** popup utility. The wells shown in this list are those that are now covered by the operator who holds the bond.

2. In the case of pending well transfers or for orphan wells that are being (re)claimed, the well that you are planning to add to the bond will not yet appear in this list. Click the **Builder**  button next to the **Select Entity** field at the top of the **Select Wells** pop up. The Find Entity popup will open. Type the name of the operator currently associated with the well in the **Find Entity** field and click to **Select** it.
3. The **Select Wells** popup will then display the list of wells associated with the operator you selected. You can click the API or Name column header to sort the list ascending-descending. Then you can click and drag the vertical scrollbar to jump quickly to an API range after sorting the lists ascending or descending. You can find the well you wish to add to the bond record in the **Select Wells** list in two ways.
  - *Easier Way:* Enter the API number of the desired well (no dashes) in the text box at the top of the **Select Wells** popup. As you type, the list will be filtered to show wells that match your entry. Double-click the desired row or single-click it and then click the **Add to List**  button to add the well to the **Wells to be Selected** pane. If you need to add another well, click the **Clear** button and enter the next API number. Continue this process until all of the desired selections have been made. Then click **Select Well(s)** to populate the bond form with all of the wells you added to the list.
  - *Optional Way:* Scroll through the list and use the multi-select keys of **Ctrl+click** and **Shift+click** to highlight one or more wells. Then click the **Select Well(s)** button to add the selected wells to the bond form.
4. The well(s) that you selected will populate the **Wells** tab. **Save**  your changes. You can click the **View**  button on one of the well records you have added to the bond. The [Well Information form](#) for that well record will open.

To remove a well from the bond, click the **Unlink**  button in the corresponding record row and then **Save**  your changes. Note that this action merely deletes the well association with the bond. It does not delete the underlying well record.

### Transferring Wells Between Operators



MSOGB business rules for well transfer require that the target entities have a bond instrument in place to receive the transfer. Therefore, in RBDMS, the [wells to be transferred must first be added to a bond](#) instrument held by the new operator.

The following steps assume that the wells to be transferred have already been included in a bond instrument held by the target company. Note that wells must be manually removed from the bond held by the previous operator. Adding a previously bonded well to another operator's bond will not automatically remove it from the original bond.

1. In the **Find** window, retrieve the entity record for the current operator of the well to be transferred.
2. Click **Transfer Wells**. The **Select Entity** dialog will open.
3. Type the name of the new operator of the well in the **Find Entity** field and select it.
4. The **Select Wells** popup will open to display a list of wells associated with the current operator. You can click the *API* or *Name* column header to sort the list



ascending-descending. Then you can click and drag the vertical scrollbar to jump quickly to an API range after sorting the lists ascending or descending. You can find the well you wish to transfer in the **Select Wells** list in two ways.

- *Easier Way:* Enter the API number of the desired well (no dashes) in the text box at the top of the **Select Wells** popup. As you type, the list will be filtered to show wells that match your entry. Double-click the desired row or single-click it and then click the **Add to List**  button to add the well to the **Wells to be Selected** pane. If you need to add another well, click the **Clear** button and enter the next API number. Continue this process until all of the desired selections have been made. Then click **Select Well(s)** to complete the well transfer.
  - *Optional Way:* Scroll through the list and use the multi-select keys of **Ctrl+click** and **Shift+click** to highlight one or more wells. Then click the **Select Well(s)** button to transfer the selected wells.
5. Note that the well record no longer appears in the list for the previous operator.
  6. Click **Save**  and close the **Entity Information** page.
  7. Confirm the transfer in one of two ways:
    - By entering the name of the new operator in the **Find** window and opening the **Entity Information** page for that operator. Switch to the **Wells** tab active and locate the transferred well in the list of wells associated with the operator.
    - By retrieving the well record for the transferred well and noting the operator name on the **Well Information** form.

**Note:** MSOGB rules state that a Change of Operator permit must be on file for the wells being transferred.

## Managing Well Information About RBDMS.NET and API Numbers

Multiple completions and sidetracks are often associated with a single well, and a well's functions also can change through the years. Therefore, multiple completion dates, construction details, and changes in the well function must be tracked in a way that preserves the ability to review well history over time. Classic RBDMS was developed at a time when most wells could be assumed to be vertical wells; however, with the advent of more innovative drilling techniques designed to maximize product recovery, RBDMS was re-factored to track deviated and horizontally completed wells in a view that accommodates the representation of multilateral boreholes.

Understanding the multilateral view of well construction details in RBDMS is contingent on understanding several key points:

1. Oil and gas regulatory agencies generally agree that the first 10 digits of an API well number define a location on the surface of the globe to which people can travel.
2. Oil and gas regulatory agencies nationwide use the last four digits of the API number very differently.

**County Code:** Offshore drilling areas have been assigned county equivalents. Alaska uses USGS quadrangles as equivalents.

**State Code:** These two digits represent state names in alphabetical order.

25-017-21152-00-00

**Unique Well Number:**  
Designating surface locations, these numbers are assigned serially within each county and within each state.

**Sidetracks and Multilaterals:** If the well is not sidetracked, this code is "00." This code is incremented by one each time the hole is sidetracked, i.e., "01," "02," etc.

**Hole Change:** These optional digits are assigned to track well recompletions and other modifications. Use of these digits may vary nationally.

To provide the most flexibility for agency users nationwide, RBDMS.NET includes business logic that automates the assignment of API numbers for the first 10 digits only. Beyond that, agency business rules prevail over the assignment of the eleventh through fourteenth digits, and the assignment of these numbers is a code-driven, manual process. However, RBDMS.NET will restrict the creation of lateral records (designated by API digits 11-14) in the Construction module to unique combinations for the well record.


In other words, RBDMS.NET treats the well as the first 10 digits, and the assignment of digits 11-14 reflect each agency's often unique interpretation of what are essentially down-hole *events* (re-completions, deviations, etc.). This in no way hinders an agency from using all fourteen digits at any time. Implicit in this promise is that "00-00" in the eleventh through fourteenth positions in an API well number *always* denotes a surface location. Likewise, if only 10 digits appear in an API well number, the only detail known about the well is its surface location, i.e., the "00-00" is silent.


Therefore, inspections, well logs and tests, perforations, casings and cemented intervals, etc., are all by necessity associated with a construction record for any given well, even if it is 00-00. Inspections will always reference the well, but since they could be related to a specific lateral, RBDMS.NET requires the reference to the well and allows users to associate the inspection with a construct record, too, if desired.

## Creating Well Records

MSRBDMS.NET allows you to create well records in two ways, depending on the MSOGB business rules:

1. Through the [Permit explorer](#). In compliance with MSOGB business practices, a well record is created with the successful conclusion of the permitting process. Therefore, upon approval of a new application to drill a well in the RBDMS.NET Permits module, the creation of an approved permit number and the assignment of an API number will automatically create a well record for the surface location (10-digit API number + 00 00 or other appropriate and unique 11-14 API number designation) in the **Well** module.
2. Through the **Processes** explorer. Absent a permit process, for example, where [orphaned wells](#) are discovered, RBDMS.NET provides for the creation of a well record from the **Processes** explorer. Click **Well | Create New Well** to open a blank **Well Information** form. To assign an API number for a well created in this way, select the **County** where the well is located and then click **New API**. The well name is also required to save the record. The ability to access the **Create New Well** page is tied to a specific security right, and the **New API** button is not available in the Well editor outside of the **Create New Well** page on the **Processes** menu.

Several tabs on the **Well Information** page are used to capture details of the well construction, identification, and history. [Other tabs](#) are used to display production and injection summary data and entry points for users to **View**  relevant permit and bond records, inspection events, and associated documents and images.

Be sure to **Save**  your work after entering well-related information on either the parent **Well Information** form or any of the editable subforms.

The ability to delete a well is tied to a specific security right. However, even if you have access to the **Delete** button in the Well editor, you are still not allowed to delete a well or a construct record that has associated inspection, production, or injection activity.

## Tracking Well Histories

RBDMS.NET includes business logic to help agency staff maintain well histories. Within the **Well Information** page, changes that are made in the following fields are automatically recorded with the date the change was made on the **Dates** tab:

- Operator
- Well Name
- Well Number
- Well Type (e.g., EOR to SWD)
- Well Status (e.g., PR to CI)
- Field Number


At the Construct level, the following fields are automatically tracked with the date the change was made:

- Active
- Completion Date
- Completion
- Side Track (Deviation)
- Pool
- Lateral Status
- Lateral Type


A wide variety of other event dates in a well, permit, or bond record history also can be tracked on the **Dates** tab manually by clicking the **Add** button. When such a *User Date* is added, then the **Event Date** and **Event Type** are required fields to save the record.

Likewise, the **Aliases** tab can be used to track alternative ways the well may be identified, e.g., lease name, operator, original owner, permit number, well name, and well number.


## Viewing Associated Well Data Documents

The **Documents** tab on the **Well Information** form shows the documents related to the well in the MSOGB's document management system. Clicking the **View**  button in the row header will display an image of the selected document.



## Permits

The **Permits** tab on the **Well Information** form, offers a convenient way to view a summary collection of permit records for the well. Clicking the **View**  button in the row header will step into the details of the selected permit on the **Permit Information** form.



## Inspections

The **Inspections** tab on the **Well Information** form offers a convenient way to view a summary collection of inspection records for the well. Clicking the **View**  button in the row header will step into the details of the selected inspection event on the **Inspection Information** form. To add a new inspection record from the Well Information form, click the **Add** button at the top of the **Inspections** tab. The **Inspection Information** form will open and you will be prompted to select a construction record to associate with the inspection record, if that is desired or necessary.

### **Production**

When a user clicks on the **Production** tab on the **Well Information** form, RBDMS.NET runs a report of production for that well and returns the production reported for the well by field, pool, and report period, if any, in a grid layout that can be **exported to Excel**  or **printed** .

### **Injection**

When a user clicks on the **Injection** tab on the **Well Information** form, RBDMS.NET runs a report of injection for that well and returns the injection reported for the well by field, pool, and report period, if any, in a grid layout that can be **exported to Excel**  or **printed** .

### **Well Tests**

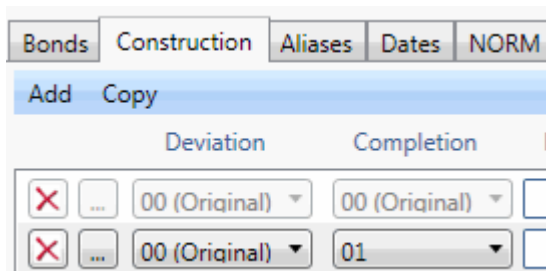
Information that is data-entered by Production staff on [Form 4a \(Gas Allowables\)](#) and [Form 17 \(Annual Well Tests\)](#), can be viewed on the **Gas Tests** and **Well Tests** subtabs, respectively, of the [Construction form](#) for the completion record that is referenced by the last four API well number digits.

## **Using the Construction Module**


### **Laterals and Completions**

In RBDMS.NET, the physical details of well construction and changes in well function are recorded on the **Construction** tab of the **Well Information** form. This is the page that MSOGB staff will use to enter Form 3 completion reports. Each new record on the **Construction** tab, when it is in a collapsed state, represents a summary of information for a different deviation or completion (kickoff depth, completion type, completion status, Active status, and completion date). All of the detailed information associated with each sidetrack or completion is available by expanding each of these top-level records on the

**Construction** form by clicking the **Builder**  button in the row header. Be sure to click the **Show/Hide**  toggle if you want to enter a comment about the completion.



The screenshot shows the 'Construction' tab selected in a software interface. At the top, there are tabs for 'Bonds', 'Construction', 'Aliases', 'Dates', and 'NORM'. Below the tabs is a menu bar with 'Add' and 'Copy' options. The main area contains a table with two columns: 'Deviation' and 'Completion'. Each row in the table has a red 'X' icon, a three-dot menu icon, and two dropdown menus. The first dropdown menu in each row is labeled '00 (Original)' and the second is labeled '01'.

Expanding the completion record with the **Builder**  button reveals the subset of forms needed to describe well the details of exactly how each lateral of the well was constructed:

casings, geophysical logs, location information (for top, bottom, and elevation), and a series of tabs for viewing the results of tests on the well.

Construction information for a well in RBDMS.NET is arranged in the following hierarchical manner for each completion or lateral:

-->The completion ("00-00," perhaps)


-->Casing (and other construction features--all of the components that went into building "00-00").

-->Cement associated with each casing--a description of each of the cemented intervals in the casing string.

-->Details about each cement slurry in the cemented interval.

## Casing

Each lateral is constructed of various and multiple components, and RBDMS.NET allows you to record as much detail about each component as is appropriate, desirable, or available. The **Casing** tab is more accurately a description of a collection of construction features. The **Feature** field on the form is code-driven so that your system administrator can add elements that you want to include in construction records. A *Feature* can be anything from a hole to a cast iron bridge plug, and you can record the top and bottom depths, the weight and grade, and the installation and removal dates for each feature. Note that removal dates are typically associated with a plugging event or a workover event, so these records may be edited over time. You may add one record for every construction feature that you wish to describe for the associated lateral by clicking the **Add** button. Be sure to click the


**Show/Hide**  toggle if you want to enter a comment about the casing.


Feature	Top	Diam
Cast Iron Bri	3800	5.5
Hole	0	13.75
Hole	516	7.375
Plug Back Tc	6120	
Packer	3540	
Production C	0	5.5
Surface Casi	0	8.625
Tubing	0	2.875
Total Depth	6152	

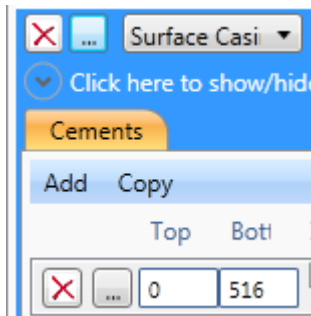
At the casing (construction feature) level, several other tabbed pages allow you to enter information related to down-hole [logging events](#), [perforated intervals](#), the locations of top and bottom depths, and the occurrence of various formations. You also can view the [results of well tests](#) and record the [inactive well status](#) dates on these forms.

## Cement


For each casing, you may enter multiple cemented intervals by clicking the

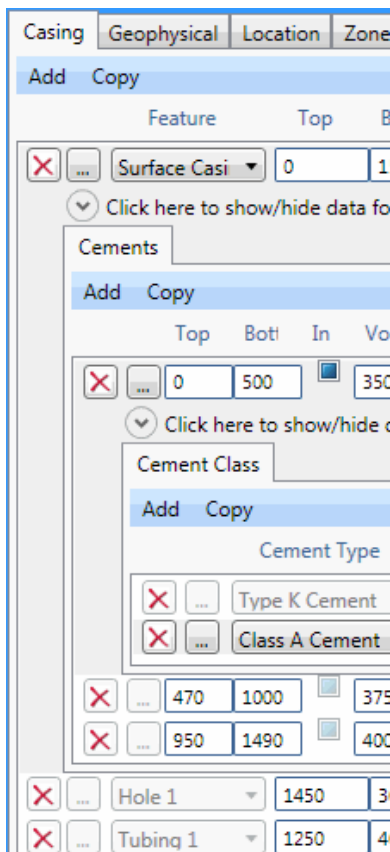
**Builder**  button on the Casing record row header and then the **Add** button. The summary cement record holds the top and bottom depths of the cemented interval, whether the

cement is **Inside** the hole (denoting a plug), the cement volumes can be calculated from top depths, the type of cement job, and the installation and removal dates. Be sure to click the **Show/Hide**  toggle if you want to enter a comment about the cemented interval (see screen capture below).




### **Cement Class**

For each cemented interval, you may enter multiple records representing the number of slurries used in the construction of that interval by clicking the **Builder** button on the Cement record row header and then the **Add** button. At this level, RBDMS.NET also allows you to record data about the type of cement that was used, the number of sacks, and the yield, weight, and gel viscosity. Be sure to click the **Show/Hide**  toggle if you want to enter a comment about the cement slurry.



### **Entering Results of Well Logging**


The **Geophysical** tab on the **Construction** form contains a [Pick-and-View](#) control filtered for service companies, a combo box for the type of log run, the top and bottom depths of the interval logged, the date the log was run, and a date for the release of the log to the public.

You may add as many logging records as needed over the lifetime of the well by clicking the **Add** button on this page. Be sure to click the **Builder**  button to expand the subform if you want to enter a comment about the log or enter additional information.

### ***Managing Perforations and Down-hole Zone Data***

#### **Location Tab**

The **Location** tab on the **Construction** form is code-driven, and your database administrator can add codes for as many down-hole point locations as the MSOGB needs to track in RBDMS.NET. Examples include the location of the surface hole, the bottom hole, kick off points for laterals, and depth to underground sources of drinking water.

Location data collected on this subform include section-township-range, depths of tops and bottoms, elevations, and latitude and longitude. Be sure to click the **Builder**  button to expand the subform if you want to enter a comment about the log or enter additional information.

#### **Perforations Tab**

At the construction feature level, RBDMS.NET also tracks perforated intervals (top and bottom) for casings and tubings, including the (code-driven) method of perforation, the date of the event, the number and diameter of the shots. You may add as many perforation records as needed by clicking the **Add** button.

#### **Formations Tab**

Geologic formations or other zones are also tracked at the construction feature level. The formations tracked are code-driven so the system administrator can add to the **Formation** combo box list as needed. Other information collected on this form includes the top and bottom depths of the formation, its permeability and porosity, and the method used to determine the top of the formation (also a code-driven combo box). The date that the formation was penetrated is also tracked here.


### ***Entering Well Test Results***


#### **Form 4a, Gas Deliverability Tests**

In RBDMS.NET, a data entry form on the **Processes** explorer bar (**Well | Enter Form 4a--Gas Allowables Report**) can be used to input the results of gas well deliverability tests, the future utility of the well, whether the information is an initial filing and the date of last status extension. To use this form, follow these steps:

1. Choose **Processes | Well | Enter Form 4a** to open the form.
2. Use the [Pick-and-View](#) control to select the operator, the date the report was received, the purchaser, and any comments needed.
3. On the **Tests tab**, click the **Add** button to open the **Select Laterals** popup, from which you may build a list of multiple wells for inclusion in the report.
4. Click **Select Wells** to include the desired records in the report and close the **Select Laterals** popup.
5. Tab across each of the records you added to complete the present allowable production, recommended maximum delivered, and the remainder of the form fields.





6. At the end of a record row, you may use the **Alt+a** hot key to move to call the Select Laterals popup to create additional new record rows.
7. Click **Save**  to save the Form 4a data for that operator.
8. Click the **New** button to ready the data input form for the next operator's Form 4a report.

Once the Form 4a from the operators is input and the changes saved, the information can be viewed on the **Gas Tests** tab of the **Construction** form for each well. If any changes need to be made to the information after it is input on Form 4a, the report can be re-opened for editing by clicking on the **View**  button in the row header on the **Gas Tests** tab.


### **Form 17, Annual Well Test Reports**

The same workflow used for Form 4a also is used for Form 17, Monthly Well Tests:

1. On the **Processes** explore bar, click **Well | Enter Form 17** to open the data entry form.
2. Select the operator, enter the date the report was received, the reporting period, and any comments needed.
3. On the **Tests tab**, click the **Add** button to open the **Select Laterals** popup, from which you may build a list of multiple wells for inclusion in the report.
4. Click **Select Wells** to include the desired records in the report and close the **Select Laterals** popup.
5. Tab across each of the records you added to complete the present allowable production, recommended maximum delivered, and the remainder of the form fields.
6. At the end of a record row, you may use the **Alt+a** hot key to move to call the Select Laterals popup to create additional new record rows.
7. Click **Save**  to save the Form 17 data for that operator.
8. Click the **New** button to ready the data input form for the next operator's Form 4a report.
9. Once the data on the Form 17 from the operators has been input and the changes saved, the information can be viewed on the **Well Tests** tab of the **Construction** page for each well. From there. If any changes need to be made to the information after it is input on Form 17, the report can be re-opened for editing by clicking on the **View**  button in the row header on the **Well Tests** tab.


### **Entering NORM Data**

You can enter data about naturally occurring radioactive materials (NORM) for a well through the **NORM** tab on the **Well Information** page or from the [Inspection Information form](#). Click the **Add** button to create a new summary record for each NORM event. The summary record collects the type of survey conducted, the background levels, survey date, the name of the company that conducted the survey and a contact name, and the next survey date. The form includes programming to perform an initial auto-calculation of the

**Next Survey Date** according to the readings above background (2, 5, or 10 years). The date can be manually overridden if desired after the initial calculation. The business rule calculation for next survey is only performed once when you create a new NORM record and click the **Save**  button, and must be manually changed after that. If a date already exists, no calculation will be applied.

The business rules for determining the **Next Survey Date** for 2, 5, or 10 years are as follows:

- New Well (at time of completion/receipt of Form 3 before it comes on line).
- 2 years after first NORM survey for new wells.
- Thereafter as follows depending on readings above background:
  - >50 milliroentgens per hour (mR/hr): 5 years
  - <50 mR/hr: 10 years
  - >250 mR/hr: the inspector will notify the operator to put up sign, add a **Remedy Req.** field to the next inspection on **Dates** tab.
  - >700 mR/hr: the inspector will notify the operator to put up sign and fence, add **Remedy Req.** field to the next inspection on **Dates** tab.

Many of the fields associated with a NORM report are on the subpages that are accessed by clicking the **Builder**  button in the row header for each of the summary records. The NORM page includes an **Instruments** tab, which also contains two subtabs: one for the **Equipment Survey**, and the other for a **Land Survey**.



## Tracking Inactive Well Status


Mechanical integrity tests (MITs) are required 6 months after a well is reported inactive and placed on *Standby* status and annually thereafter. Therefore, each operator files Form 9a information every April 25 and October 25 so that the inactive well status can be tracked. The MSOGB business rules for inactive wells are as follows:

- If a well is *CI* (production) or *SB* (injection) for 6 months, operators must file a Form 9a. They are then allowed to continue this well status for another 6 months.
- If a well is *CI* (production) or *SB* (injection) for 12 months, operators are again notified they need to file a Form 9a. They are then allowed to continue this well status for another 6 months.
- If a well is *CI* (production) or *SB* (injection) for 18 months, operators are notified to come before the board.
- If a well has exceeded its allowable inactive status period (18 months), the operator is required to submit a Form 6.

In RBDMS.NET, a data entry form on the **Processes** explorer bar (**Well | Enter Form 9a-- Inactive Well Status Report**) allows the Production department to input the Form 9as received by April 25 and October 25 each year. The **Inactive Well Status Report** form tracks the date of last production, the future utility of the well, whether the information is an initial filing and the date of last status extension. To use this form, follow these steps:

1. Choose **Processes | Well | Enter Form 9a** to open the form.
2. Use the [Pick-and-View](#) control to select the operator.
3. Enter the date the report was **Received**.


4. In the **Status as of:** fields, choose the 6-month status reporting period.
5. Enter any comments on the report in the **Comments** text box.
6. On the **Inactive Wells** tab, click the **Add** button to open the **Select Laterals** popup, from which you may build a list of multiple wells for inclusion in the report.
7. Click **Select Wells** to include the desired records in the report and close the **Select Laterals** popup.
8. Tab across each of the records you added to complete the present allowable production, recommended maximum delivered, and the remainder of the form fields.
9. At the end of a record row, you may use the **Alt+a** hot key to move to call the **Select Laterals** popup to create additional new record rows.
10. A **Builder**  button on each record can be expanded to add a comment about the report.
11. Click **Save**  to save the Form 9a data for that operator.
12. Click the **New** button to ready the data input form for the next operator's Form 9a report.

Once the Form 9a from the operators is input, the MSOGB staff can make any necessary corrections to the information for each well on the **Inactive Wells** tab of the **Construction** form for the referenced API well number. Click the **Add** button on the **Inactive Wells** tab to create a new record, and be sure to click the **Builder**  button if you need to record a comment about the well status extension, such as a justification.


The data entry form is paired with the **Closed-in Well** report on *Well* menu node on the **Reports** explorer bar.



### Creating New (Orphaned) Well Records

Well records are created in the RBDMS.NET application through the successful approval of a permit. However, in rare cases, the MSOGB staff may need to create a well record outside of the usual process, as in the case of an orphaned well with no history. To create a new orphaned well record in RBDMS.NET, follow these steps:

1. On the **Processes** explorer bar, click **Well | Create New Well**. A blank **Well Information** form will open with the **Well Name** field flagged as required.
2. From the **County** combo box, select the county where the well was located. Then click the **New API** button and then click **Yes** at the confirmation prompt. This will assign the 10-digit API well number.
3. Complete the remainder of the form to the extent practicable. You will need to assign a well name in accordance with MSOGB procedures and be sure to set the well status to *Orphaned* or *Orphaned P&A*.
4. Create a completion record ("00-00") on the **Construction** form for the surface location. Any other known information about the well should be entered on the other tabbed pages on the **Well Information** page.
5. Click **Save**  to save the record.

## Managing the Orphan Well Plugging Program




For wells that have a status of *Orphaned* or *Orphaned P&A*, RBDMS.NET includes an extra tab on the **Well Information** page for managing orphan well information. Information tracked on the form include the data necessary to track the costs of plugging the orphan well, such as the amount of the bid, the amount actually invoiced, the amount of the bond, and the name of the contractor. An automatic calculation of the **Net** column is performed when you click **Save** .

On the **Reports** explorer bar, two grid-style reports are available to track these wells: the **Orphan Wells (Unplugged)** and the **Re-permitted Orphan Wells** grid-style reports, which can be **exported to Excel**  or **printed** .

## Using the Permit Explorer

### Creating Permits to Drill

The **Permits** explorer in RBDMS.NET has been developed to handle the following 13 classes of Form 2 permit that MSOGB handles: OPD, OPI, OPDD, OPDT, OPDC, COP, COI, WOP, WOPH, WOI, WOIH, CIP, and CPI. Form field visibility and behavior will vary according to the permit type you select. Automation of the business logic is not a replacement for regulatory understanding. Therefore, the business logic applied in the level of automation offered is tailored to serve most well types. User discretion is still a major requirement for accurate use within MSOGB business rules. To create a new Form 2 permit, follow these steps:

1. From the **Permits** explorer bar, select **Form 2** from the top combo box and click the **Go** button. The **Permit Information** page will open.
2. Select the type of permit from the **Type of App** combo box.
3. Select the **Operator** requesting the permit. **Note:** If you are creating a COx-type of permit, you will enter the new operator in the **Operator** field. When you select the well that is to be transferred, you will need to first choose the old operator in the selector. RBDMS.NET will remember your selection and auto-fill the **Old Operator** field for you.
4. You can associate a transaction number from the payment register by clicking the **Builder**  button on the **Application No.** field. This number can be used to help track the permit through the approval process in advance of permit submittal for approval. This association of payment to permit record also can be made from the [Payment Information | Instruments | Allocation](#) subpage.
5. If the permit application is for an existing well for this operator, select the well through the **Builder**  button on the **Well** field. Your selection will populate the **Well Name, Number, API, Field, and County** fields on the **Permit Information** form.
6. If the permit application is for a new well that does not exist in the system, click the **Enter** toggle button and key in the name and number of the well.
7. Complete the **Sidetrack, Completion, and Type** for the well.
8. Complete the rest of the form and click **Save**  to save your work.
9. Close the **Permit Information** form.

Approving a well permit will automatically create a parent Well record associated with the well API number assigned by the permit module. In addition to creating a parent well record, for OPD and OPI permit types where the well did not previously exist, the act of approving a permit also will create a construct record for the new well record that includes the *Sidetrack, Completion, Compl Type, and Compl Status* entries from the permit. If the permit type is OPD or OPI and you selected a well with an existing API-10 as opposed to entering a new well name, the application will check to ensure that you have entered a unique API 11-14 number.

Please see [Retrieving Permits as Workflow](#) for a discussion of submitting, approving, holding, and voiding permits.


### Retrieving Permits as a Workflow Process

Because the agency staff member tasked with entering and saving permit information is not the one tasked with technical review and approval, the **Permits** module of RBDMS.NET is

organized to allow users with the appropriate rights to pull a list of the permit records in the workflow queue for review.

### **Retrieve a Permit Record with New Status**

Once permit information is data-entered and saved, you can retrieve the new permit record in any of three ways:


1. In the **Find** window, type the first few letters of the well name you entered for your new permit. Click **Find** and open the **Permits** tree node to show the permit.  
**Note:** Once the permit is approved and the permit number generated, the record also can be retrieved by entering the permit number in the **Find** window.
2. In the **Permits** explorer, open the  **Show New** pane (or close and re-open if it is already open so that the display is refreshed) to retrieve your new permit from the permit type tree node by operator and date of record creation.
3. Once the permit number is assigned upon approval, you will be able to use the **Select Permit** pane in the **Permits** explorer. Enter the permit number in the **Enter Permit #** search box and press **Enter** to retrieve the permit. If the permit number is not found, the background of the textbox will turn red.

### **Submit a Permit Record**

Once a permit record has been created and saved, it is assigned a status of *New* until a person with the rights in the application clicks the **Submit** button. A popup will alert you as to whether the information on the form is in the state of completeness required to submit it. A status of *Submitted* should mean that the required information has been entered and reviewed for correctness. If any information required by the built-in quality control checks is missing, it must be entered before the **Submit** action will be committed.


When a permit is successfully submitted, four events take place in the application:


1. The permit *Status* will change to **Submitted**.
2. A **Date Submitted** record will be auto-written to the **Permit Information** form **Dates** tab.
3. The **Inspector Assignment** will auto-fill.
4. The **Submit** button will change into an **Approve** button.

Once you submit a record that has been submitted, it can be retrieved from the  **Show Submitted** pane of the **Permits** explorer bar, where the records are organized in the tree by operator name, permit type, and date-time.

### **Place a Permit on Hold**

For various reasons, MSOGB staff may opt to place a hold on a permit pending some related event. To mark a permit record as being on hold,

1. Retrieve the permit in any of the ways described above.
2. Click the **Hold** button. A **Hold Date** record will be auto-written to the **Dates** tab and the status will be changed accordingly.
3. Save the changes by clicking **Save** .

Once you place a permit record on *Hold*, it can be retrieved from the  **Show On Hold** pane of the **Permits** explorer bar, where the records are organized in the tree by operator name, permit type, and date-time.

## **Approve a Permit**


Once the permit record has been reviewed for correctness and the Director or other authority in the agency is ready to approve a permit,

1. Retrieve the permit in any of the ways described above.
2. Click the **Approve** button.

Depending on the permit type, up to four things will happen when a permit is approved:

- The permit number will be auto-generated.
- If the permit is for an OPD or OPI for a non-existing well, the API number will be generated.
- The **Approve** button will vanish.
- A **Date Approved** record will be auto-written to the **Dates** tab.
- If the permit is for a new well, a parent well record (10-digit API number) will be created for the well named in the permit record.

**Important Note:** Once you have approved a permit for a new well, switch to the **Find** window and search for the well named in the permit. For an OPD or OPI permit for a non-existing well, the Construct lateral will be created with a **CompletionStatus** = *PW* (Permitted Well). Entering additional detailed construction information is the responsibility of MSOGB staff upon receipt of a Form 3 completion report from the operator.



Once you place a permit record on *Hold*, it can be retrieved from the  **Show On Hold** pane of the **Permits** explorer bar, where the records are organized in the tree by operator name, permit type, and date-time.

## **Void a Permit**

On some rare occasion, the MSOGB staff may have the need to void a permit. This action will preserve the proper sequence of permit number assignment, will mark the record with a status of *Void*, and the permit number will not be reused. To void a permit,

1. Retrieve the record in any of the ways described above.
2. Click the **Void Permit** button.
3. If you are sure that voiding the permit is the correct action, confirm the warning. This action cannot be undone in the user interface.

## **Follow up Approved Permits**


Once you approve a permit record, it can be retrieved from the  **Show Approved (Last 365 Days)** or the  **Approved 1 Year** pane in the **Permits** explorer pane, where the records are organized in the tree by operator name, permit type, and permit number.

The following fields are locked for editing after a permit record is Approved: **Permit Type, Operator, Well, Well Name, Well Number, API Number, Side Track, Completion Type,** and **Proposed Well Type**. A new user date code for Permit Modification has been added.

## **Creating Permits to Plug**

To create a new Form 6, Permit to Plug, follow these steps:


1. From the **Permits** explorer bar, select **Form 6** from the top combo box and click **Go**. The **Plugging Permit Information** page will open.
2. Use the [Pick-and-View](#) controls to select the well and the operator (required).

3. Enter the **Start Date** with the [calendar](#) control (required).
4. Complete the remainder of the form and click **Save** .

The workflow for saving new, submitting, approving, and voiding plugging permits is the same as that described in [Retrieving Permits as Workflow Process](#), and the date of each permit action is auto-written to the **Dates** tab on the **Plugging Permit Information** form.

## Creating Pit Permits


To create a new Form 18, Pit Permit, follow these steps:

1. From the **Permits** explorer bar, click **Form 18** from the top combo box and click **Go**. The **Pit Permit Information** page will open.
2. Use the [Pick-and-View](#) controls to select the well and the operator (required).
3. Enter the **Start Date** with the [calendar](#) control (required).
4. Enter the **Pit, Lease, or Location Name**; the **Field**; the **Pit Type**, the **County**, and the **Pit Inspection Date** (required).
5. Complete the remainder of the form with other available information and click **Save** .

The workflow for saving new, submitting, approving, and voiding plugging permits is the same as that described in [Retrieving Permits as Workflow Process](#), and the date of each permit action is auto-written to the **Dates** tab on the **Plugging Permit Information** form.

## Creating Hydrogen Sulfide Certificates

To create a new Form 19, Hydrogen Sulfide Certificate Information, follow these steps:

1. From the **Permits** explorer bar, select **Form 19** from the top combo box and click **Go**. The **Hydrogen Sulfide Certificate Information** page will open.
2. Enter the **Date** with the [calendar](#) control (required).
3. Use the [Pick-and-View](#) controls to select the well and the **Operator, Well, and Reservoir** (required).
4. Enter the **H2S Content, Maximum Escape Volume, and the Exposure Radius** (required).
5. Complete the remainder of the form with additional available information and click **Save** .

**Note:** Entering the **Well name** on this page through the Pick-and-View control will auto-populate the **Operator** field.

The workflow for saving new, submitting, approving, and voiding plugging permits is the same as that described in [Retrieving Permits as Workflow Process](#), and the date of each permit action is auto-written to the **Dates** tab on the **Hydrogen Sulfide Certificate Information** form.



## Analyzing Data with the GIS Map

### About the GIS Map













The RBDMS Geographic Information System (GIS) module has been integrated with the RBDMS.NET front-end application [through the Wells module](#). Including this functionality with RBDMS.NET means that inspectors will see the same information in the field that is available to agency staff in the office. Data replication can be set up so that inspectors need only download the raster data (topographic and aerial maps) for their assigned territories to use the GIS map in the field. The GIS map is now set as the **Home** page for RBDMS.NET.

The mapping component of this module is MapServer, which is a royalty-free product (<http://mapserver.gis.umn.edu/>), so the MSOGB incurs per-seat license fees of \$0. The work done to add the RBDMS GIS module to RBDMS.NET leverages the core GIS development done for RBDMS Data Mining site on the MSOGB Web site.

The RBDMS GIS data viewer is divided into three distinct parts: the toolbar, the map window, and the table of contents.

### **Toolbar**

The collection of tools on the left side of the map enables users to navigate the map, query the database, and conduct spatial analysis. The following tools are included:


-  Zoom In
-  Zoom Out
-  Zoom Full Extent
-  Zoom to Last Extent
-  Zoom to Next Extent
-  Center by Latitude-Longitude
-  Refresh Map
-  Re-center Map
-  View Details
-  Select by Rectangle
-  Buffer
-  Clear Map Selection


### **Map Window**

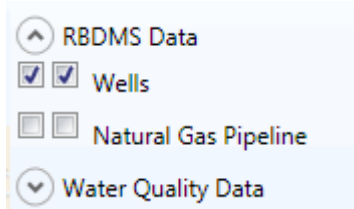
The map window is a dynamic map environment consisting of a series of GIS layers. A layer can be thought of as roughly equivalent to a legend item in a traditional map, where like geographic features are represented by a common symbol. For instance, all streams in a map may be represented by sinuous blue lines. Within a digital map environment, like features, such as streams, are aggregated into discrete layers. Unlike a static paper map, users of digital layers have the ability to activate a layer and to make that layer visible in the map or to hide the layer. With a GIS, users can analyze spatial patterns, particularly among different layers. To conduct spatial analysis, you must make one or more layers active.

Tooltips are available for active features on the map, so hovering over a point on the map will display information about the location. Additionally, the latitude and longitude for moused over locations in the window are shown on the bottom left of the map window.

## Table of Contents

The table of contents groups the GIS layers into categories and allows users to change the visibility and active status of the layers. The visibility of the table of contents can be toggled with the  button on the top right side of the map window.


Categories in the table of contents can be expanded or collapsed with the **Show/Hide**  button to reveal the layers within each category. To make a layer visible, click in the left checkbox. To make a layer active, click in the right checkbox.

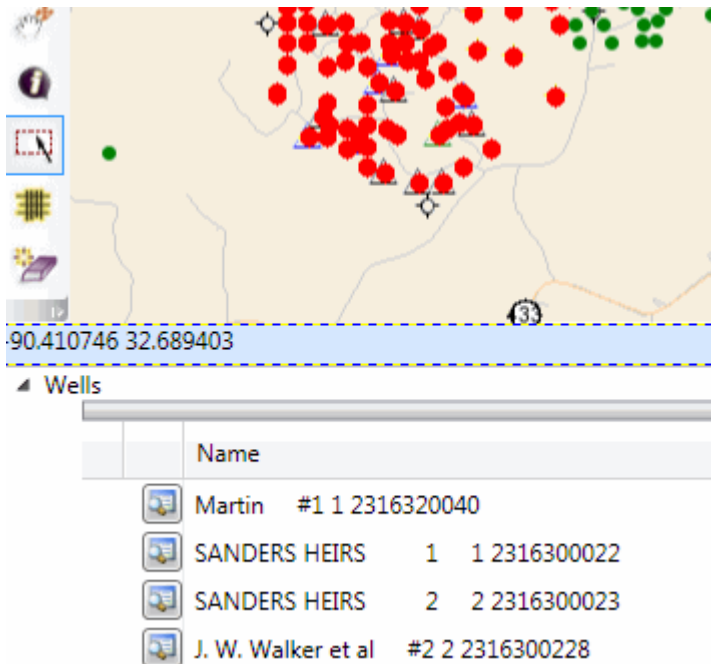


## Integration of the GIS Map and Well Records

RBDMS.NET offers two-way integration of the GIS and RBDMS well data.

### Map to Well Record

Selecting a group of well locations on the **RBDMS Wells** layer of the GIS map will return a grid of well records below the map window. You can step directly into the RBDMS data for a particular well in the returned grid list by clicking the **View**  button on the row header for the well name of interest.



### Well Record to Map



For any well record in RBDMS.NET that includes location data (latitude and longitude) on the [Construction](#) | [Location](#) tab, you can jump to that location in the GIS map from the **Well Information** page by clicking the **Identify on Map** button next to the **Close Page** button. If your RBDMS.NET application is configured such that you do not see a GIS map on your **Home** page, then you will not see the **Identify on Map** button in the Well editor.





## Working with Field Inspection Data

### Viewing and Creating Inspection Records

You can retrieve and view inspection records in several ways in RBDMS.NET:


- Use the [Find](#) window to locate an existing inspection record. Results will be returned to the menu organized by API number and date. Double-clicking one of the returned menu items will open the record for review.
- Open an existing inspection record from the **Wells | Inspection** page by clicking the **View**  button in the row header for the record of choice.
- Filtering by date range in the **Inspections** explorer  **Unplugged Wells, No Inspection** pane. The search utility offers you several options for setting a date range for a report of unplugged wells that are due for inspections. You can set a general range with the **When?** combo box or you can set specific start and end dates. Clicking **Run** after setting the date will run the report in the main window. Each row included in the report includes a **View** link to the well record so that you can review the well record while onsite, step into the inspection records or create a new one for that well easily, and work with the [GIS map](#) as needed.

**Note:** Entity records have been created in RBDMS.NET for MSOGB staff members. The primary keys of the entity records for staff members who are inspectors have been tied to their login credentials in the security database such that those RBDMS.NET users have the option of clicking the **Show Only My Wells** check box in the **Unplugged Wells** pane. Setting this check box to *True* will limit the query to return only those wells in the inspector's assigned territory.

- In the **Inspections** explorer, click the  **Show Inspections by API** pane. Enter an API number in the revealed textbox and press **Enter**. The results will be returned for that API number in a menu tree organized by date.
- Find and open an existing well record and switch to the **Inspections** tab, which displays a summary view of all of the inspections conducted for that well. Then click the **View**  button in the row header to open a selected inspection record.

You can choose between two methods for creating a new inspection record:


#### ***Associate a New Inspection with a Particular Well:***


1. Use the [Find](#) window to locate and to open an existing well record.
2. On the **Well Information** page, switch to the **Inspections** tab and click **Add**. The **Inspection Information** form will open and auto-fill the operator information, well identification, location, status, and inspection date and in the parent form for you.
3. Select the **Inspect Reason** before proceeding.
4. Click **Save**  to save your work when you have finished entering inspection data.

#### ***Create a New Inspection Record and Then Create a Well Association:***

1. Click the **Inspections** explorer bar.
2. Click **Create New Inspection** in the Inspection explorer. A blank **Inspection Information** form will open.
3. Target the well and the construction record for the inspection with the [Pick-and-](#)

[Views](#) on the **Inspection Information** page.

4. Select the **Inspect Reason** before proceeding.
5. Enter a summary comment about the inspection in the **Comment** field.
6. Click **Save**  to save your work when you have finished entering inspection data.

Clicking the **Save**  button on the **Inspection Information** form will cause the data you enter in the **Inspect Date**, **Cite?**, **Inspect Reason**, and **Comment** fields to be displayed on the **Well Information** form **Inspections** tab for that well the next time that form is refreshed.



The tabbed subpages on the **Inspection Information** form allow you to record the results of [mechanical integrity tests](#), [Bradenhead tests](#), and [pit inspections](#) and to [track citations and past violations](#) by well.

### ***Deleting an Inspection:***

The ability to delete an inspection is tied to a specific security right. If you have this right and delete an inspection record, the application will warn you if there are violations that are resolved by the inspection. If you continue with the deletion, then the affected violation will not be resolved.

## **Recording the Results of Mechanical Integrity Tests**


Once you have [created a new inspection](#) record,

1. Switch to the **MIT** tab on the **Inspection Information** form and click the **Add** button.
2. Complete the top-level summary information, which includes the reason for the test, the type of internal mechanical integrity test run, the initial and final pressures, the injection fluid, the start time and test duration, and the pass/fail result.
3. Click the **Builder**  button in the row header to complete additional records, including details involving mechanical integrity test failures and remedies.
4. Click **Save**  to save the record.

To document any changes in construction details that result from the test, the subform on the **MIT** tab includes the same [Casing, Perforations, and Formations tabs](#) found in the **Construction** form of the **Well** module.

## **Capturing Bradenhead Test Results**

Once you have [created a new inspection](#) record,


1. Switch to the **BHT** tab on the **Inspection Information** form and click the **Add** button to create a new record.
2. Enter the casing and tubing pressure measured during the test and indicate the pass/fail result. If the maximum pressure allowed is available, that information will be auto-filled.
3. Click **Save**  to save your work.

## **Recording Pit Inspection Results**

Once you have [created a new inspection](#) record,


1. Switch to the **Pits** tab on the **Inspection Information** form and click the **Add** button

to create a new record.

2. Enter the pit type, the pass/fail result of the inspection. If the pit permit number is available, you can use the [Pick-and-View](#) control to select it for the record.
3. Click **Save**  to save your work.

### **Recording Violations and Citation Histories**

The **Inspection Information** form includes two subpages: **Citations**, which is editable, and **Past Violations**, which presents a read-only view with the exception of the editable **Resolve?** checkbox. To add a new citation record,

1. Switch to the **Citations** tab and click **Add**.
2. Select the violation code in the **Citation** field, and complete the remainder of the summary record.
3. Click **Save**  to save your work.

This action writes to the **Violation** table in RBDMS.NET. The record will be displayed on the **Past Violations** tab the next time the inspection record is opened and will be cleared when the record is marked *Resolve* in a subsequent inspection.




**Important Note:** This action is limited to records where the combo box labeled **Cite?** in the top portion of the **Inspection Information** form is set to *Yes*.

## Managing Docket and Hearing Information

### Creating Hearing and Docket Records


In the **Dockets** explorer, you can create a new docket item, view dockets associated with hearings past, present, and future, and retrieve a docket item by number. In the **Dockets** explorer, the hearing list is sorted by date descending (newest first).

To create a new docket item, click **New Docket Item** in the **Dockets** explorer. The **Docket Information** form will open.

1. Use the **Application Pick-and-View** to select a payment record to associate with the docket item, if appropriate. **Suggestion:** When a docket item and a payment arrive simultaneously, the docket item should be created in RBDMS.NET first.
2. Select the attorney who will attend, if appropriate.
3. Complete the rest of the fields on the top of the form and click **Save**  to save your work and to auto-fill the **Docket No.** field. RBDMS.NET will not assign docket, order, or permit numbers until the **Save**  button is clicked.
4. On the **Hearings** tab, clicking the **Add** button will open a popup to prompt you to enter the hearing date. Enter a date (mm/dd/yyyy) and then click **OK** in the popup to reveal the **Dates** and **Orders** subforms. Click **Add** to create new records on these subforms.
5. Switch to the **Principals** tab and click **Add**. A series of Pick-and-View controls will allow you to identify the topics of the docket item (**Well OR Field, Operator, and County**).
6. Click **Save** , which will save your work and add the field number at the top of the **Docket Information** form. **Known Issue:** The **Quip Heading** field will be used to concatenate field numbers in a future iteration. For now, the **Quip Heading** is a text box that can be used to manually enter this information.


The information collected in the **Dockets Information** form is paired with the four Docket reports.


In the docket reports, continued docket items are listed from oldest to the newest (date ascending order), with lowest docket number first to highest. After that, new docket items are listed from lowest docket number to the highest. Continued items are followed by Emergency docket items: first-time items are listed in numerical order. After an Emergency docket item is heard, it will be grouped with Continued items in future printed dockets with the text For Final Order in bold all caps font in the line underneath the docket item header.

To retrieve a docket item by number, click the  **Select by Docket #** pane in the explorer bar. Enter the docket number in the format ###-(year)-D and press **Enter**. If a docket item matches your input, the requested record will open for editing and review. If no match is found, the background in the search text box will turn red.



### Adding Orders and Decisions

Managing docket items is first and foremost a matter of editing dates. Once the docket item is created and saved, it can be retrieved throughout its active period for incremental updates of the tabbed subpages in response to events leading up to the hearing. The **Hearings** tab on the **Docket Information** form has two tabbed subpages, which are accessed

by clicking the **Builder**  button on the hearing date record row header.

The **Dates** tab manages the events leading up to the hearing by date and amended dates. The **Confidential** check box and **Release Date** fields are also provided here for affidavits. To add a new date record, click **Add**. To delete a record, click the **Delete Row**  button in the row header and confirm the prompt.

When the Board issues an order associated with a docket item, the Legal department staff will need to update the docket item with the order information:

1. Retrieve and open the docket item, either through the [Find](#) window or the **Select by Docket #** pane in the **Dockets** explorer.
2. Click the **Builder**  button in the row header of the Hearing record to expand the record.
3. Switch to the **Orders** tab and enter the outcome in the **Decision** field.
4. Click **Save** . RBDMS.NET will not assign an order number until your changes are saved. You must save the docket item record after each time you add a new order to ensure proper order number assignment.




## Tracking Sales, Fees, and Other Financial Transactions

### Tracking Payments and Other Transactions

Role-based security in the RBDMS.NET Financial module makes it possible for the Well Files staff to have access only to the payment registry (previously known as the Financial Tracker Access program) to record incoming receipts from the Processes explorer, while authorized staff in Accounting will have exclusive access to invoices, maintenance fee records, and State of Mississippi Department of Finance and Administration (DFA) deposit transactions.

#### ***From the Processes Explorer:***

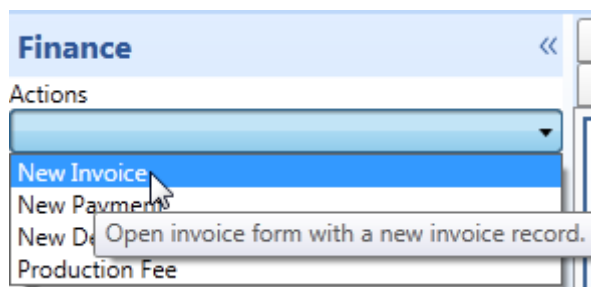
A summary view of payment records is available from the **Processes** explorer by clicking **Payments | Track Payments**. This action opens a summary grid of payments in the database. The grid is sortable by column header and can be filtered by groups. Each record can be opened for viewing by clicking the **View**  button in the row header. Please see the topic [Recording Payments](#) for more information about creating new payment records.

Payment information can be output by date range as a report that can be printed or exported to Excel. To access the report, open the **Reports** explorer and click [Payments | Payment Information](#). Set the date range desired on the report filter page and click **Create**.

#### ***In the Finance Explorer:***

User with access permissions to the **Finance** explorer have greater freedom to create and to sift payment and other transaction records for retrieval in several ways:

1. From the **Actions** combo box, users can create new invoice, payment, and deposit records and batch-generate maintenance fee invoices.



2. **Display.** Users have several options for querying for financial records: by aged period (current to older than 150 days), a specified date range, and open status. Setting these query parameters and then selecting the type of financial record (invoice, payment, or deposit) desired (**Inv.**, **Pay**, or **Dep.**) will display the results on a tree node in the panel. Open the record for viewing or editing by double-clicking the menu tree node.

Display

Aged 120 to 150 days

Start 4/1/2012

End 5/1/2012

Open

Inv. Pay Dep.

4/3/2012

4/5/2012

9 12DE491000000194

3. **Search by SAAS.** Users can retrieve a specific record by entering the Statewide Automated Accounting System (SAAS) number and then clicking the **View** button or pressing the **Enter** key.

By SAAS

SAAS 12IN491000000195

View

A Retrieve invoice or deposit by SAAS #.

4. A variety of reports have been made available in the **Acct. Reports** node of the **Finance** explorer. These work the same way as other [RBDMS.NET reports](#).


## Recording Payments

To record payments for various goods and services in RBDMS.NET, follow these steps:



1. Open the **Processes** explorer and click **Payments | Create New Payment Record**. The **Payment Information** form will open.


OR

If you have rights to access the **Finance** explorer, select *New Payment* from the **Actions** combo box. The **Payment Information** page will open.

2. On the **Instruments** tab, enter the amount received per instrument. For example, if you received a \$600 check for a permit fee and \$50 in cash for photocopies, you would create two separate Instrument records.
3. Use the [Pick-and-View](#) to select or to enter the name of the entity making the payment.
4. From the **Type** combo box, select the form of payment. If a check is received, enter the **Check No.** in the adjacent text box.
5. Click the **Builder**  button in the record row header to expand the **Allocation** tab.
6. Click the **Add** button to create a new record for each portion of the total allocated against the various accounting classes. For example, if you receive a \$650 check representing a permit fee and photocopies of well files, you would create one allocation record for amount = \$600 and type = Permit and another allocation record



for amount = \$50 and type = Xerox charges.

7. Click the **Builder**  button in the **Allocation** record row header to associate each portion of the payment to a specific docket, permit, well, subscription, or operator. A series of Pick-and-View controls are provided for this purpose. If you select **Invoice Item**, you can search for the invoice you wish to associate with the payment by an expanded list of options including invoice number, SAAS number, or entity name.
8. Click **Save**  to save your work and auto-assign an **AppNo** for the transaction.
9. Click **New** to enter the next payment record and repeat the process.

Payment records cannot be deleted in RBDMS.NET, but you can void a payment record by opening the record and clicking the **Void**  button on the **Payment Information** page tool bar. In this context, the *Delete* action has been changed to a *Void Receipt* action. This action removes all receipt instrument allocations sets the **IsVoid?** status of the record to *True*.

## Creating Invoices


To create a new invoice in the **Finance** explorer, follow these steps:


1. Select **New Invoice** from **Actions** combo box. The **Edit Invoice** page will open.
2. Select the **Transaction Type** and use the [Pick-and-View](#) control to select the entity that will be billed.
3. In the **Items** subform, select the **Invoice Item Type**, enter the **Amount**, any **Adjustment Type** and **Adj. Amount** appropriate, and any **Exemption Type** and **ExAmount** necessary. Adding numbers in the (\$00) or -\$00 format will result in a subtraction operation. Each line item total will roll up to the invoice total at the top of the form.
4. You may view the **Allocation** records that contribute to the total invoice amount. To do so, click the **Builder**  button on the Item record to show the **Allocation** tab. The items shown here are allocated from the **Payment Information** page.
5. Click **Save**  to save the record and auto-assign an SAAS number to the transaction.
6. Click **New** to create the next invoice record.


Clicking **Delete Invoice** will prompt the user to confirm the delete and then close the form. You will not be able to retrieve that SAAS invoice number.

## Creating Deposits

To create a new deposit record, follow these steps:

1. In the Finance Explorer, click the **Actions** combo box and select *New Deposit*. The **Edit Deposit** form will open.
2. Enter a date in the **Deposit Date** field and other relevant top-form information and **Save**  the record.
3. In the **Instruments** subform, click **Add**. The **Select Receipts** popup will open.

4. Enter the **Date** the receipts you wish to add to the deposit were received. Use the multi-select keys to highlight the rows that you wish to include and click **Select**. Your selections will be added to the **Edit Deposit** page **Instruments** subform and the line items totaled in the parent record.
5. **Save**  the record. The next **SAAS No.** will be auto-assigned to the record.

To delete a deposit, first delete the instruments from the **Instruments** subform and then **Delete**  the deposit record.

### Generating Maintenance Fee Invoices

The Financial module can be used to batch-auto-generate maintenance fee invoices for specified production periods. To do so, follow these steps:

1. From the **Finance** explorer **Actions** combo box, select *Maintenance Fee*. The **Maintenance Fee** invoice generator will open.
2. Enter the start date for the **Report Period**. The grid below will be populated from the **ProdFacilityProduction** tables to show line items for the maintenance fee owed for each producing well by operator. Group the grid by operator name to see the number of invoices that will be created better.
3. Click **Create Invoice Items**. A summary invoice for each operator will be generated. You can see this in the **Finance** explorer by querying for invoices for today's date and making sure this list matches the grouped grid in the **Maintenance Fee** invoice generator.
4. Click **Print Maintenance Fee Invoices** to run the production summary invoice report for each operator.

### Managing Unplugged Well Fees

The MSOGB levies a \$100/per unplugged well fee excluding injection and monitoring wells under the rule governing the Annual Emergency Unplugged Well fee program. Notice letters are generated for distribution each June 1, with a second notice following 15 days after the due date (July 15). Operators with unpaid well fees after August 15 are added to a Show-Cause docket item.

The Unplugged Well Fees Manager in RBDMS.NET provides one place to manage the requirements of managing notices and payments of fees due, updating the status of these records, and associating order and docket numbers with unpaid fees. When you open the tracker from the **Processes** explorer (**Well Fees | Manage Unplugged Well Fees**), the application runs a query to pull a list of wells for which fees are owed. The due date is determined on the basis of the June 15 plus the incoming year.

#### **To Print Notice and Final Notice Letters:**

1. Select the records for which you need to send notice letters. You can use the multi-select keys **Shift+click** and **Ctrl+click** to select as many wells as needed.
2. With the selected rows highlighted, in the *Print* pane at the top of the page, click the **Notice or Final Notice** button, as appropriate to the letter you want to print. The notice letters will be generated for printing as a report. Wells will be grouped according to operator in the letter subject blocks.

#### **To Mark Record Status for Notice or Final Notice Sent:**

1. Once the letters have been printed, return to the Unplugged Well Fees Manager, and with your selections still highlighted, select the date you want to mark on the records with the calendar control in the *Set Date Sent* pane and then click **Notice or**

**Final Notice**, as applicable.

2. RBDMS.NET will prompt you to confirm the action. Click **Yes** to set the status of the well fee records.

### ***To Print Notice and to Add a Record to a Docket Item for a Show-Cause Event:***

To mark records for having sent show-cause notices, you must first assign an order number and a docket number to the records. RBDMS.NET will not print show-cause notices or mark unplugged well fee records for the action without an association with an order and docket number. Assigning a docket creates a docket item principal record for the well. **Note:** The docket item must be created in advance of adding records to a docket item on the Unplugged Well Fees Manager.

1. Select the records for the well records for which a show-cause letter will be sent to a single operator. You can use the multi-select keys **Shift+click** and **Ctrl+click** to select as many wells as needed.
2. At the top of the Unplugged Well Fees Manager, enter the order number in the textbox next to the **Assign Order** button. Click **Assign Order**. The order number will be written to the *SC Order #* column on the data grid.
3. To enter the docket number, select the record rows and enter the docket number in the textbox next to the **Assign Docket** button. Click **Assign Docket**. The docket number will be written to the *SC Docket #* column on the data grid.
4. With your selection highlighted, in the *Print* pane you can now click **Show Cause** to generate the show-cause letters.
5. Also with your selection highlighted, in the *Set Date Sent* pane, select the date to mark each of the records in your selection and click **Show Cause**.

### ***To Clear a Status from the Grid:***

1. Select the record row.
2. At the top of the page, clear the calendar and click the button for the status you want to clear.
3. Confirm the prompt to toggle the status for the selection off by clicking **Yes**.

### ***To Remove a Record from a Docket Item for a Show-Cause Hearing:***

1. Select the record row.
2. Clear the docket number at the top of the page and click the **Assign Docket** button with the field cleared.
3. Click **Yes** at the prompt to confirm the removal of the item from the docket item.

**Note:** Removing a principal record from a docket item in the **Dockets** explorer does **not** clear the *DocketKey* in the *WellAnnualFee* table. Removal from the docket should occur through the Unplugged Well Fees Manager.

### ***To Record Payment of Fees:***

The following procedure assumes that checks and other forms of payment for the unplugged well fees are recorded in the **Payments** explorer first.

1. In the Unplugged Well Fees Manager, select the record row(s) for which payment has been received.
2. At the top of the page, click **Assign AppNo**. The Payments selector will open.

3. Filter the Payments grid to locate the correct transaction (AppNo), select the payment record row by clicking on it.
4. At the bottom of the Payments selector, click **Accept Selection**. The AppNo you selected will be entered into the AppNo column on the Unplugged Well Fees Manager grid.

### **Tracking Proof of Financial Responsibility Fees**

RBDMS.NET includes a **5% POFR Well Fees Manager** to help MSOGB staff manage the requirements of coordinating notices and payments of fees due, updating the status of these records, and associating order and docket numbers with unpaid fees per the requirements of Rule 4. When you open the tracker from the **Processes** explorer (**Well Fees | Manage 5% POFR Fees**), the application runs a query to pull a list of wells for which fees are owed. The due date is determined from the anniversary of the month and day of the first approved permit and a calculation of the amount of the fee is run on the basis of the depth of the well. There are no exceptions to these charges being levied, and the fees must be paid before any new permit is approved. The following scale is used:

- Zero to 10,000: \$20,000
- 10,001 to 16,000: \$30,000
- 16,001 or more: \$60,000

#### ***To Print Notice and Final Notice Letters:***

1. Select the records for which you need to send notice letters. You can use the multi-select keys **Shift+click** and **Ctrl+click** to select as many wells as needed.
2. With the selected rows highlighted, in the *Print* pane at the top of the page, click the **Notice or Final Notice** button, as appropriate to the letter you want to print. The notice letters will be generated for printing as a report. Wells will be grouped according to operator in the letter subject blocks.

#### ***To Mark Record Status for Notice or Final Notice Sent:***

1. Once the letters have been printed, return to the 5% POFR Well Fees Manager, and with your selections still highlighted, select the date you want to mark on the records with the calendar control in the *Set Date Sent* pane and then click **Notice or Final Notice**, as applicable.
2. RBDMS.NET will prompt you to confirm the action. Click **Yes** to set the status of the well fee records.

#### ***To Print Notice and to Add a Record to a Docket Item for a Show-Cause Event:***

To mark records for having sent show-cause notices, you must first assign an order number and a docket number to the records. RBDMS.NET will not print show-cause notices or mark POFR records for the action without an association with an order and docket number. Assigning a docket creates a docket item principal record for the well. Note that the docket item must be created in advance of adding records to a docket item on the 5% POFR Well Fees Manager.

1. Select the records for the well records for which a show-cause letter will be sent to a single operator. You can use the multi-select keys **Shift+click** and **Ctrl+click** to select as many wells as needed.
2. At the top of the 5% POFR well Fees Manager, enter the Order Number in the text box next to the **Assign Order** button. Click **Assign Orders**. The order number will be written to the *SC Order #* column on the data grid.

3. To enter the docket number, select the record rows and enter the docket number in the text box next to the **Assign Docket** button. Click **Assign Docket**. The docket number will be written to the *SC Docket #* column on the data grid.
4. With your selection highlighted, in the *Print* pane, click **Show Cause** to generate the show-cause letters.
5. Also with your selection highlighted, in the *Set Date Sent* pane, select the date to mark each of the records in your selection and click **Show Cause**.

**To Clear a Status from the Grid:**

1. Select the record row.
2. At the top of the page, clear the calendar and click the button for the status you want to clear.
3. Confirm the prompt to toggle the status for the selection off by clicking **Yes**.

**To Remove a Record from a Docket Item for a Show-Cause Hearing:**

1. Select the record row.
2. Clear the docket number at the top of the page and click the **Assign Docket** button with the field cleared.
3. Click **Yes** at the prompt to confirm the removal of the item from the docket item.

**Note:** Removing a principal record from a docket item in the **Dockets** explorer does **not** clear the *DocketKey* in the *WellAnnualFee* table. Removal from docket should occur through 5% POFR Well Fees Manager.

**To Record Payment of Fees:**

The following procedure assumes that checks and other forms of payment for the 5% POFR well fees are recorded in the **Payments** explorer first.

1. In the 5% POFR Well Fees Manager, select the record row(s) for which payment has been received.
2. At the top of the page, click **Assign AppNo**. The Payments selector will open.
3. Filter the Payments grid to locate the correct transaction (AppNo), select the payment record row by clicking on it.
4. At the bottom of the Payments selector, click **Accept Selection**. The AppNo you selected will be entered into the AppNo column on the 5% POFR Well Fees Manager grid.

**Fiscal Year Status:**

The **FY Status** combo box on the 5% POFR Well Fees Manager grid is editable for each record and can be set when appropriate in the MSOGB's workflow process.

**Handling Subscription Orders**


To track subscriptions to various MSOGB publications, follow these steps:

**In Well Files:**

1. Create the payment record for the subscription in the **Payment Information** page and pass the order to the Production department.

**In the Production Department:**

1. Retrieve the Entity record through the **Find** window and open the **Entity Information** page.
2. Click the **Subscriptions** tab and click **Add** to create a new subscription record.

3. Enter the **Subscription Type** and **End Date** for the subscription.
4. Use the **AppNo.** [Pick-and-View](#) control to associate the payment record with the subscription.
5. Click **Save** .

In the **Reports** explorer, the **Notice of Expiring Subscriptions** report can be used to generate the notice letters sent to subscribers from the information entered on the **Subscriptions** page.



## Running Report Using the Report Filters

Each of the reports available from the **Reports** explorer bar is associated with a filter to limit the data returned to your specified start and end dates, well identification and location, or operator information criteria. To run a report,

1. Set the filter to specify a Boolean comparison (*Like, Less Than, Less Than or Greater to, Equals, Greater Than, or Greater Than or Equal to*) and your specific desired data for each filter control you use. For date fields, you can either enter the information in mm/dd/yyyy format or use a calendar control so that you can point and click on an appropriate entry.
2. Once you enter the selection criteria for your report, click the **Create** button at the top of the **Reports** page. Your report will be displayed in a new tabbed page.
3. Depending on the format of the report, you can view the report online, export it into Excel or Adobe Acrobat formats, or print it for distribution.

**Note:** RBDMS uses a generic Windows print driver that may not include all possible settings included with agency printers.

Other tips for using report filters in RBDMS.NET follow:

- You can add filter controls to do "OR" searches for a specific report by selecting the filter control you would like to duplicate from the **Add Criteria** combo box on the **Reports** filter page.
- Clicking the **Clear** button in the **Reports** page will clear any entries from previous searches so that you can run another report of the same type.
- Clicking the **Reset** button will return the filter to its initial state.

The filters for the various reports in RBDMS.NET are built in a program called **RBDMS WinAdmin.NET** and can be edited by your database administrator.

### Available Report Formats



Two different formats are used in the **Reports** explorer: SQL Server Reporting Services reports and grid-style reports.

#### Reporting Services Reports

Reporting Services reports are generated from customizable templates that work with the SQL Server data engine. This format is useful for reports that must be highly formatted. Examples include the various letter reports and the EPA 7520 reports. You can view the report online, print it for distribution, or export it to Excel or Adobe Acrobat formats for file sharing purposes. Page scrolling, **Refresh**, **Print**, **Print Layout View**, **Page Setup**, **Export**, and **View** options are available from the ReportViewer tool bar.



#### Grid-style Reports

The grid-style reports are useful for information that you would like to make available for analysis in a spreadsheet format. The grid report pages include a tool bar that offers the export options of Excel  or printer .

**Note:** RBDMS uses a generic Windows print driver that may not include all possible settings included with agency printers. When in doubt, use one of the export options for printing long reports.