

WIS FORM DEMO SUN

What I'd like to show you next is the fourth and final form in the bureau call the sundry notice form.

What I've done is I've logged back in to my existing account and again when you do the first form of any one of the series, of the four series; you'll need to go to browse the processes, click on the WIS and select your form. And this time we're going to work on the sundry notice form. Sundry notices are probably my most favorite form because they're relatively short and they can cover various and sundry amount of issues. Again basically we navigate through the forms in the same fashion. We specify our field office and using the tab key we can work our way across. This sundry notice is going to do for a monitoring well. It's a notice of intent and we are going to serve the BLM notice of intent that we are going to do some casing repair in this particular well. Again I can use my auto fill feature to populate my profile. When I've built more forms I can actually use the copy feature and retrieve the last sundry notice from I've submitted but we'll go ahead and work on that a little bit more. So again go ahead and fill in your information. Your required fields are bold and starred. Our technical contact is going to be the same as the administrative contact and again I want to come-down and put in my lease number. If you have - if you ever have any issues with the lease number as you're working along, you can contact the local BLM office and confirm that that lease number is indeed the correct one and basically we fill in the form like we did on the other one. Pull down menu is indicated by the little downward pointing arrow, latitude and longitude is highly recommended and

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what you'll do is you'll come down here and put in your proposed or completed operations. That would be what we're going to do is we're going to do a casing repair. So and again remember that you can drag and drop from a word document or a word processing software your documents in there and or don't forget that you can also do attachments to any of the four forms. Remember to save your work; save early, save often and we'll scroll on down make sure the name, the title is correct and put in today's date. If the form is ready to go we can come down, select the route feature and OK.

Now while we're here let me go ahead and point out a few things that you will see under this menu. Route is sending the information to the BLM, we can clone the form; cloning the form basically duplicates the form over and over again so we can use it again. Suspend means actually suspend. If we want to take this form and suspend it from further action, we can select suspend and it'll basically go into holding pattern. If we want to transfer this form to another individual in our office, we can actually transfer this form to another WIS user for their edit or modification or a review. We can send a blank form to any individual who has a WIS account. The copy feature essentially works as a courtesy copy feature of the form; it'll allow you to send the form to an individual in your office that's on the WIS system and it will be a copy only. They won't be able to edit or modify it; they'll just be able to view it; so those are the different buttons that are down there. Basically you need to remember the clone feature is your key labor saving device while the rest of these are basically in-house functions that you can use;

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so we'll go ahead and route this particular form and we get a confirmation message that it's actually been sent. So we can say OK and if I work my way back to my action items and look at my processes, you'll notice that I have a sundry report that's gone out. It's at step 1 of 7 with today's date and new identifier.

While we're here on the subject of identifiers; I'd like to point out a feature when you're dealing with the BLM; like to point out an item of communication that you'll be using when you talk to the BLM. One thing that you'll notice when your document goes to 2 of 7 and we'll talk about e-mail notifications in a little bit but one thing you'll notice when your document goes to 2 of 7; if you scroll down to the very bottom of the form to the first part of section 2 you'll see that the transaction has been assigned a 6 digit number with the date that it was sent and a processing office. In the event that you contact the local BLM field office, you want to reference the BLM field office number which would be this 131936. That's the number that the BLM sees on their side and will make it easier for you to communicate about the specifics of this particular form and again remember we can go down to the bottom of the form and return to the top and close the process and that completes our session on sundry notice forms.