# Attachment 2

Instructions for Entering Idled Well Review Data into AFMSS

Idled Well Review Screen
AFMSS
Version 3.7.29

This guide provides step-by-step guidance in the data entry requirements for the Idle Well Review Screen.[1] As a reminder, an idled well review should be entered into the Idled Well Review Screen for each nonoperational and idled well reviewed by the Bureau of Land Management.
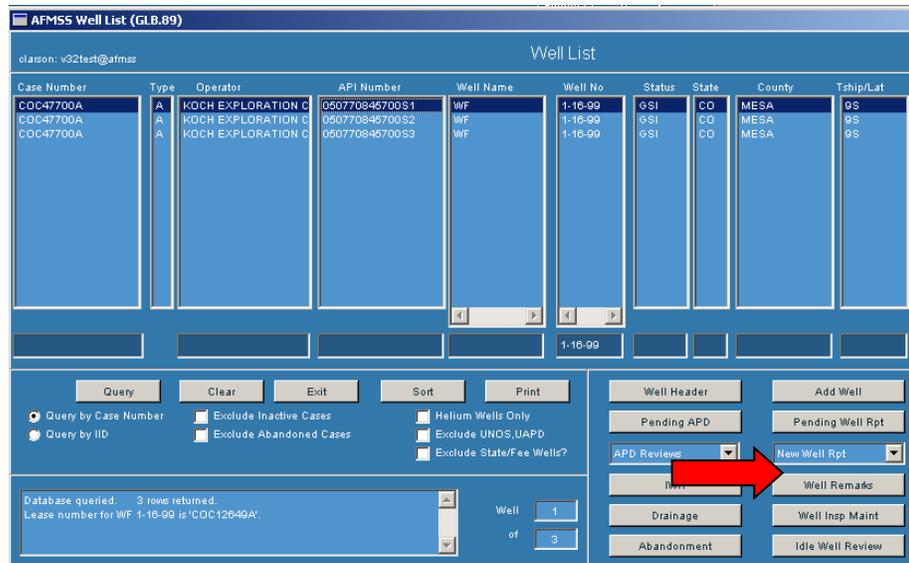
From the Main Menu, click on 'Operations' and then click 'Wells.'
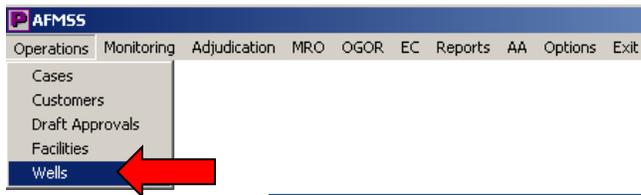
This launches the AFMSS Well List (GLB.89) screen.

Enter data into one or more of the Query by Example (QBE) fields and click on Query.

Highlight the applicable record and click on "Idle Well Review."

---

[1] Although the Energy Policy Act of 2005 references idled wells; the Automated Fluid Mineral Support System (AFMSS) uses the word "idle" in place of "idled." To prevent confusion, this attachment references "idle" to remain consistent with AFMSS buttons and drop down menus and uses "idled" to refer to the actual idled well review.

This will launch the Idle Well Review (GLB.107) screen:

The top portion is display only. This provides information for the record you have selected: Lease Number, Case Number, Operator, API Number, Well Name, Well Number, Well Status, Status Effective Date, Bond Number, and the current Bond Amount.

By clicking on the "History" button next to the Well Status information, the Well Status History (GLB.75) screen is launched.

The Well Status History screen allows you to view a historical listing of the status of the well completion that was selected for the review.

Clicking on the "History" button next to the Bond information will launch the Bond History (GLB.108) screen:

This screen displays a historical listing of any changes made to the bond, including any bond adequacy reviews performed and changes in the bond amount.

This section is the display of Idled Well Reviews which have been conducted.

The data for the highlighted row is displayed in the section below.

This section allows review information to be entered and updated.

To enter review information, click on "Add New."

This section is cleared and allows for entry of the "Review Date," the name of the reviewer in "Reviewed By," and applicable remarks.

In the Remarks section, ensure the review contains the required information to ensure all reviewers recognized and conducted a complete idled well review.

Click on "Save" after data has been entered. A new row will be displayed in the top section with the review information. This review should be updated throughout the fiscal year with any follow-up actions.

The "Clear" button clears all data from the entry fields.

The "Delete" button deletes the record currently highlighted in the top section.

The "Print" button prints exactly what is shown on the screen:

The "Previous" and "Next" buttons scroll through records if multiple records were selected on the Well List (GLB.89) screen.

Idle Well Review

Lease Number COC12649A	Case Number COC47700A	Operator KOCH EXPLORATION COMPANY
API 050770845700S1	Well Name WF	Number 1-16-99

| Well Status GSI | Status Eff Date 04/27/1982 | | Bond Number CO0774 | Bond Amount $100,000 |

Idle Well Review Date	Reviewed By		Operator Contact Letter Sent	Next Review
04/01/2001 04/01/2003	JANE DOE JOHN DOE		04/01/2001 04/01/2003	04/01/2003 04/01/2004

| Review Date 04/01/2001 | Reviewed By JANE DOE |

Remarks — This is a review for the idle well program.

Operator Contact Letter Sent Date 04/01/2001   Next Idle Well Review Date 04/01/2003

There is a feature that allows an Idled Well Review to be copied to multiple well completion records.
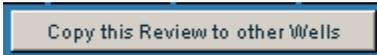
For example, this well has 3 completions. Clicking on this button allows you to copy the current review to the remaining completion records and/or well completion record(s) on other cases. It is recommended for those wells that have multiple completion records, the review should be copied to all completion records for a well. The review will only be counted once on the Idled Well Progress Report.

The Select Multiple Wells screen is launched:

Enter data into one or more of the QBE fields and click 'Query' to find the records to which the review is to be copied. Highlight the appropriate record(s) and click 'Exit.'

This message will appear: To proceed with the copy, click Yes.
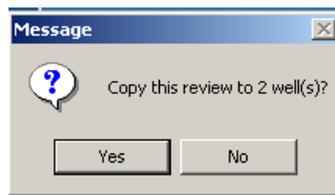
This message appears. The review is copied to the selected records. Query the Well List (GLB.89) screen to find the records and view the Idle Well Review (GLB.107) screen for each record.

Edits may be made to the Idle Well Reviews for each record; therefore, when an update is needed, update the current review with the necessary information. This will ensure one idle well review is not inadvertently double counted.
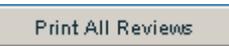
  This button prints all of the reviews that have been conducted for the currently selected record.

All Idle Well Reviews for WF 1-16-99

Lease: COC12649A
Case: COC47700A
Operator: KOCH EXPLORATION COMPANY

API Number: 050770845700S1   Well Name: WF   Well #: 1-16-99
Well Status: GSI   Status Date: 04/27/1982
Bond: CO0774   Bond Amt: $100,000

REV DATE	REVIEWED BY	LETTER DATE	NEXT REVIEW	REVIEW REMARKS
04/01/2001	JANE DOE	04/01/2001	04/01/2003	This is a review for the idle well program.
04/01/2003	JOHN DOE	04/01/2003	04/01/2004	Subsequent idle well review.
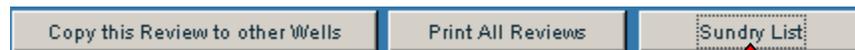
The "Sundry List" button launches the Sundry List for Well (SNT.38) screen.

This allows you to view, add, or edit sundry notice/approval information for the currently selected well record.

Click "Exit" to return to the Idle Well Review (GLB.107) screen.