End User Guide

for

Shale Gas Reporting System (SGRS)

DIRECTORATE GENERAL OF HYDROCABONS

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How to access SGRS

1. Open up www.dghindia.org
2. Go to *Online Applications > Shale Gas Reporting System (SGRS).*

3. Follow the instruction given on that page for DGH Root Certificate installation.
4. Access the application on the link given on that page.
5. Alternatively you can access the page directly by typing the following address on your browser (Internet Explorer/Google Chrome/Mozilla Firefox).

   (https://58.68.49.84/ShaleGasSystem)

1. Login Process

The action of providing the proper credentials for a website is called logging in, or signing in.

As a user, you are required to enter your **User Name** and **Password** and then click on the Login button to login into the system. You will find your User Name and Password in your email inbox once you have been provided by DGH.

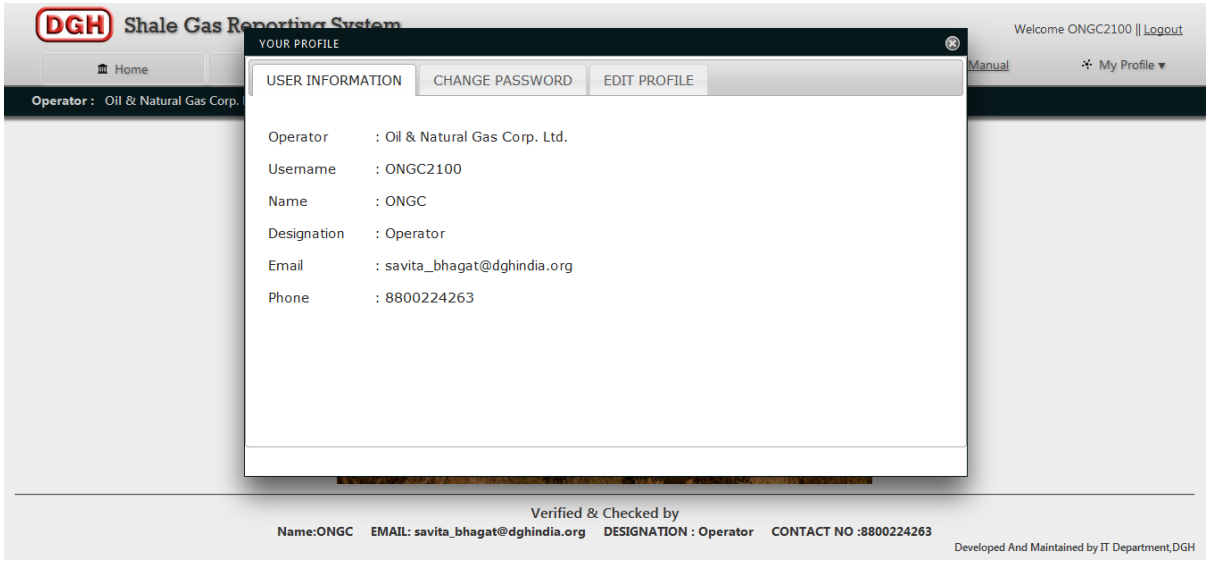
After logging in it is recommended that you change your password by going to your Profile and clicking on Change Password.

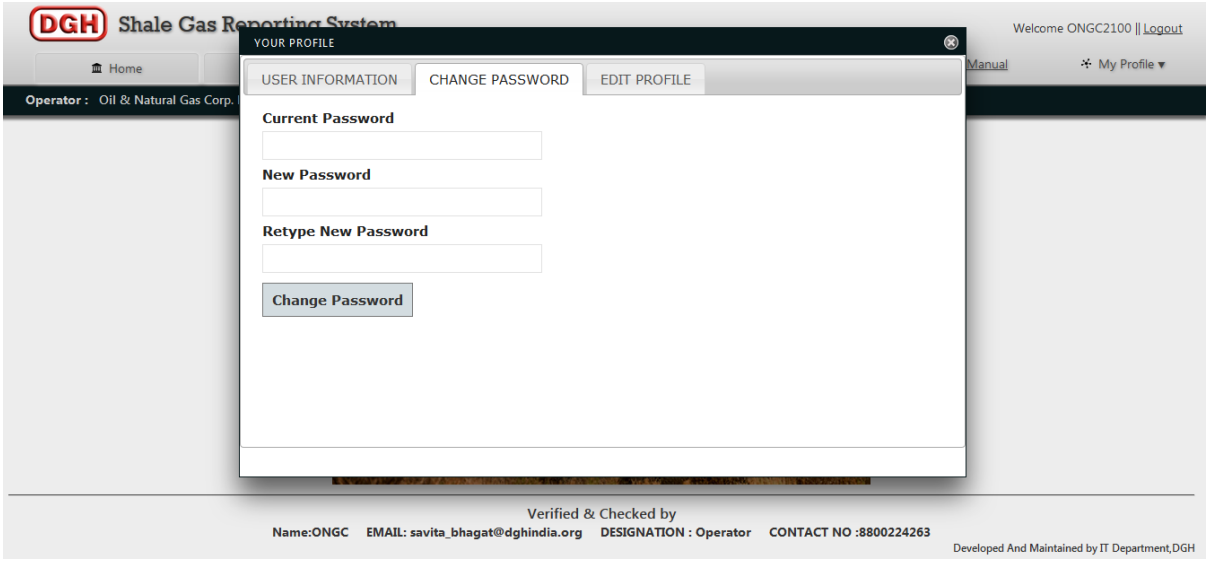
2. Forgot Password

The user can use "**Forgot Password?**" link to reset password when user forget the password. The user has to provide User Name and Email, and using captcha, New Password will be sent to email.

3. My Profile

The user can view their user information, reset their password and edit their user information by going to "**My Profile**" after login.




DGH Shale Gas Reporting System
Welcome ONGC2100 || Logout
Home
Manual
My Profile
Operator : Oil & Natural Gas Corp.
YOUR PROFILE
USER INFORMATION
CHANGE PASSWORD
EDIT PROFILE
Current Password
New Password
Retype New Password
Change Password
Verified & Checked by
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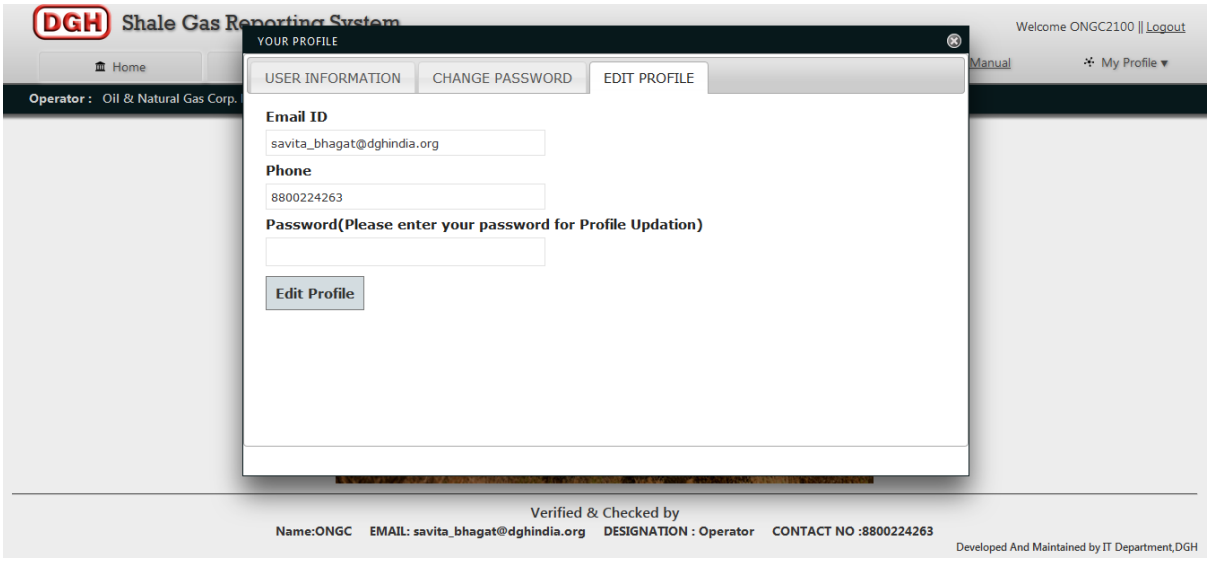
DGH Shale Gas Reporting System
Welcome ONGC2100 || Logout
Home
Manual
My Profile
Operator : Oil & Natural Gas Corp.
YOUR PROFILE
USER INFORMATION
CHANGE PASSWORD
EDIT PROFILE
Email ID
savita_bhagat@dghindia.org
Phone
8800224263
Password(Please enter your password for Profile Updation)
Edit Profile
Verified & Checked by
Name:ONGC EMAIL: savita_bhagat@dghindia.org DESIGNATION : Operator CONTACT NO :8800224263
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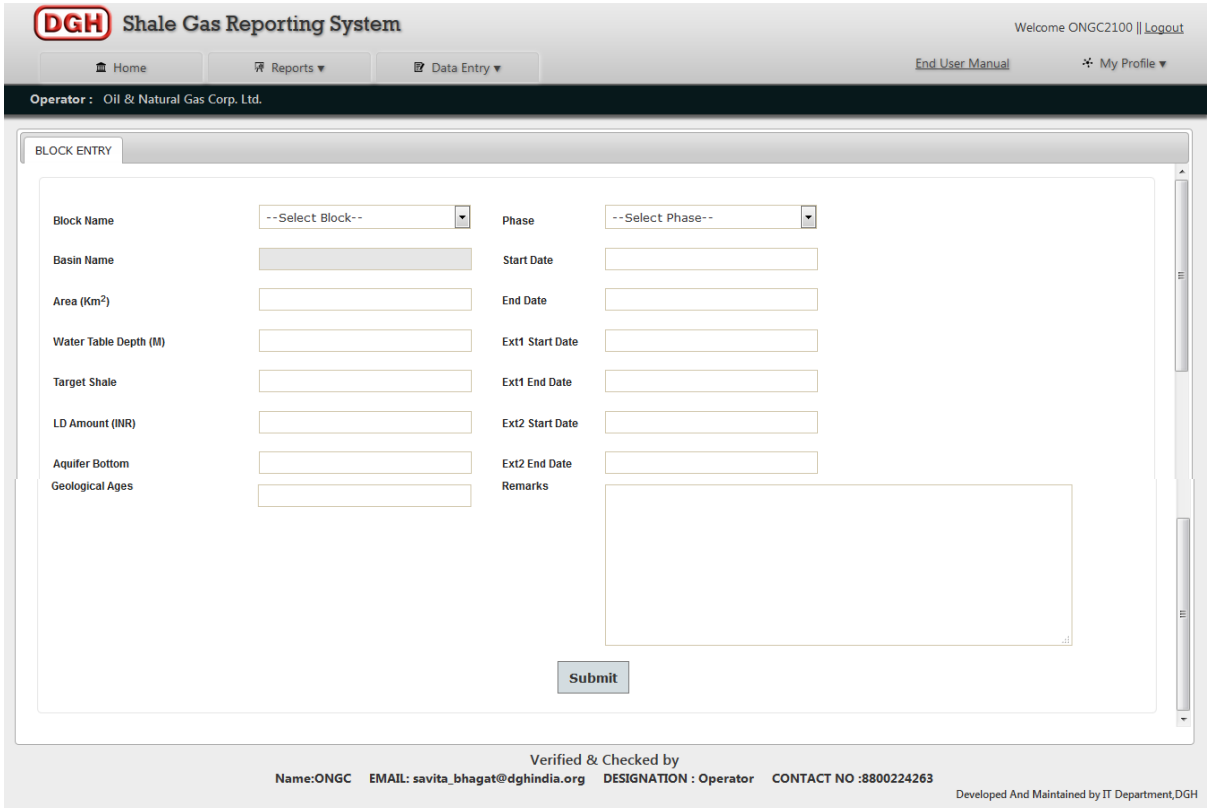
4. Block Entry Form

The Block Entry Form maybe accessed by going to **Data Entry > Block Details.**

The Block Entry Form is used to enter Block details.

The user must select a Block Name along with Phase Name for which they wish to enter data. If block data is already entered against selected block name and phase name then block data will be auto populated. The user can update only those data which are not entered against selected block name and phase name.

Data submitted by clicking on *Submit*.



5. Activity Entry Form

The Activity Entry Form maybe accessed by going to **Data Entry >Activity Details**.

Activity Entry form is used to enter activity data for respective blocks.

5.1 Block Wise Activity Details

The user can enter block wise activity details. The user must select Block name along with Activity name for which they wish to enter data. If activity data is already entered against block name and activity name then activity data will be auto populated. The user can update only those data which are not entered against selected block name and activity name.

Data submitted by clicking on *Submit*.

5.2 Month Wise Activity Details

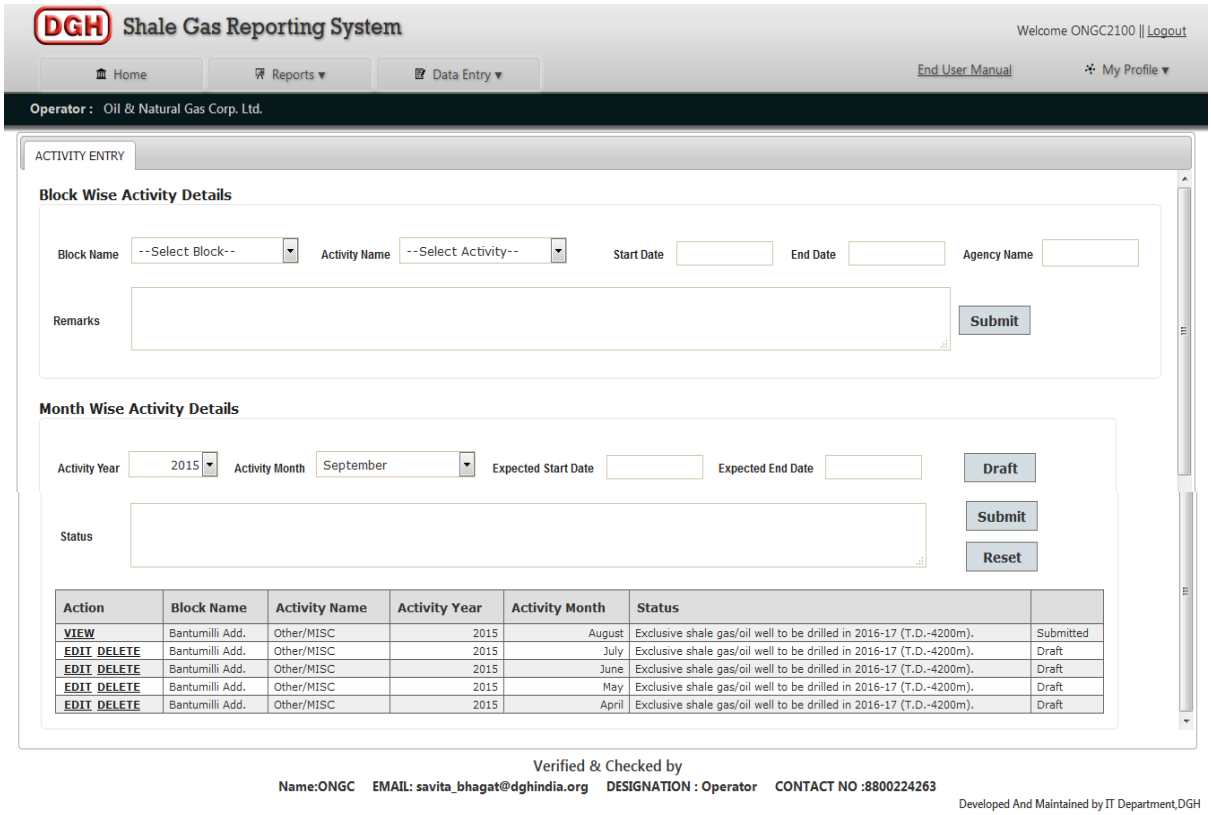
The user can enter month wise activity details. The user must select Block name along with Activity name, Activity Year and Activity Month for which they wish to enter data.

The user has the option to save the data either in Draft or Final submission mode by clicking **Draft** and **Submit** buttons respectively.

Data submitted by clicking on *Submit* may not be modified later. Therefore, the user must verify the data properly before clicking on *Submit*. Only data submitted by clicking *Submit* will appear on reports. If you wish to modify the data later, click on *Draft*.

Once the data are *Drafted* or *Submitted*, the user can view or edit or delete data (**View** **Edit** **Delete** link given in *Action* column) which is showing in table.

The user can sort the data in table by clicking (**Single Click**) any column in table.


DGH Shale Gas Reporting System
Welcome ONGC2100 || Logout
Home
Reports
Data Entry
End User Manual
My Profile
Operator : Oil & Natural Gas Corp. Ltd.
ACTIVITY ENTRY
Block Wise Activity Details
Block Name
--Select Block--
Activity Name
--Select Activity--
Start Date
End Date
Agency Name
Remarks
Submit
Month Wise Activity Details
Activity Year
2015
Activity Month
September
Expected Start Date
Expected End Date
Draft
Status
Submit
Reset
Action
Block Name
Activity Name
Activity Year
Activity Month
Status
VIEW
Bantumilli Add.
Other/MISC
2015
August
Exclusive shale gas/oil well to be drilled in 2016-17 (T.D.-4200m).
Submitted
EDIT DELETE
Bantumilli Add.
Other/MISC
2015
July
Exclusive shale gas/oil well to be drilled in 2016-17 (T.D.-4200m).
Draft
EDIT DELETE
Bantumilli Add.
Other/MISC
2015
June
Exclusive shale gas/oil well to be drilled in 2016-17 (T.D.-4200m).
Draft
EDIT DELETE
Bantumilli Add.
Other/MISC
2015
May
Exclusive shale gas/oil well to be drilled in 2016-17 (T.D.-4200m).
Draft
EDIT DELETE
Bantumilli Add.
Other/MISC
2015
April
Exclusive shale gas/oil well to be drilled in 2016-17 (T.D.-4200m).
Draft
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Name:ONGC EMAIL: savita_bhagat@dghindia.org DESIGNATION : Operator CONTACT NO :8800224263
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6. Drilling Entry Form

The Drilling Entry Form may be accessed by going to **Data Entry > Drilling Details.**

Drilling Entry form is used to enter drilling data for respective blocks and wells.

6.1 Block Wise Well Details

The user can add new well for selected block (using "**Add New" link**) or the user can enter well data for selected block. The user must select Block name along with Well name for which they wish to enter data. If well data is already entered against block name and well name then well data will be auto populated. The user can update only those data which are not entered against selected block name and well name.

Data submitted by clicking on *Submit*.

6.2 Month Wise Well Activity Details

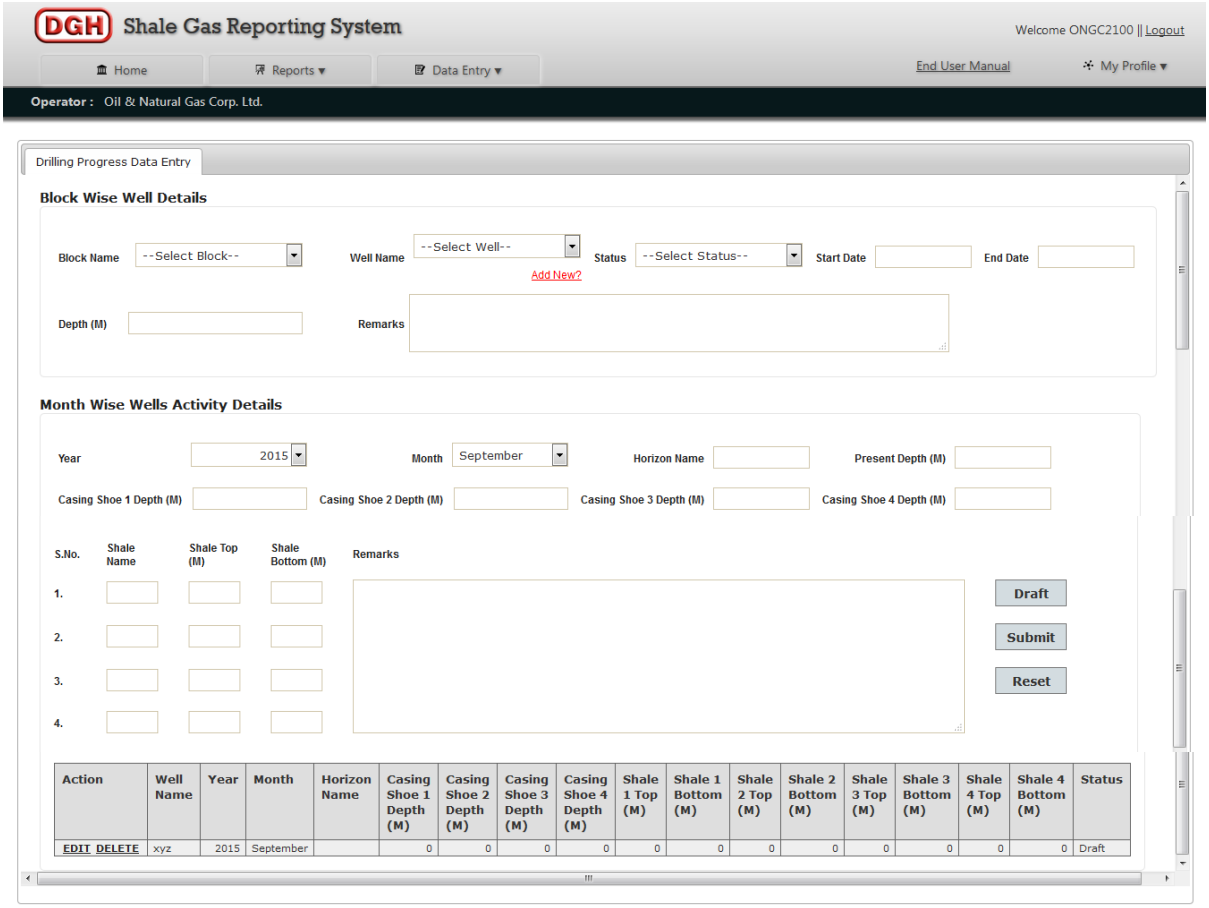
The user can enter well activity details. The user must select Block name along with Well name, Year and Month for which they wish to enter data.

The user has the option to save the data either in Draft or Final submission mode by clicking **Draft** and **Submit** buttons respectively.

Data submitted by clicking on *Submit* may not be modified later. Therefore, the user must verify the data properly before clicking on *Submit*. Only data submitted by clicking *Submit* will appear on reports. If you wish to modify the data later, click on *Draft*.

Once the data are *Drafted* or *Submitted*, the user can view or edit or delete data (**View Edit Delete** link given in *Action* column) which is showing in table.

The user can sort the data in table by clicking (**Single Click**) any column in table.



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Name:ONGC EMAIL: savita_bhagat@dghindia.org DESIGNATION : Operator CONTACT NO :8800224263

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7. Coring Entry Form

The Coring Entry Form may be accessed by going to **Data Entry > Coring Details.**

Coring Entry form is used to enter coring data for respective wells and core number.

7.1 Well Wise Coring Details

The user can enter well wise coring data. The user must select Well name along with Core no. for which they wish to enter data. If coring data is already entered against Well name and core no. then coring data will be auto populated. The user can update only those data which are not entered against selected Well name and Core no.

Data submitted by clicking on *Submit*.

7.2 Month Wise Core Studies Progress Details

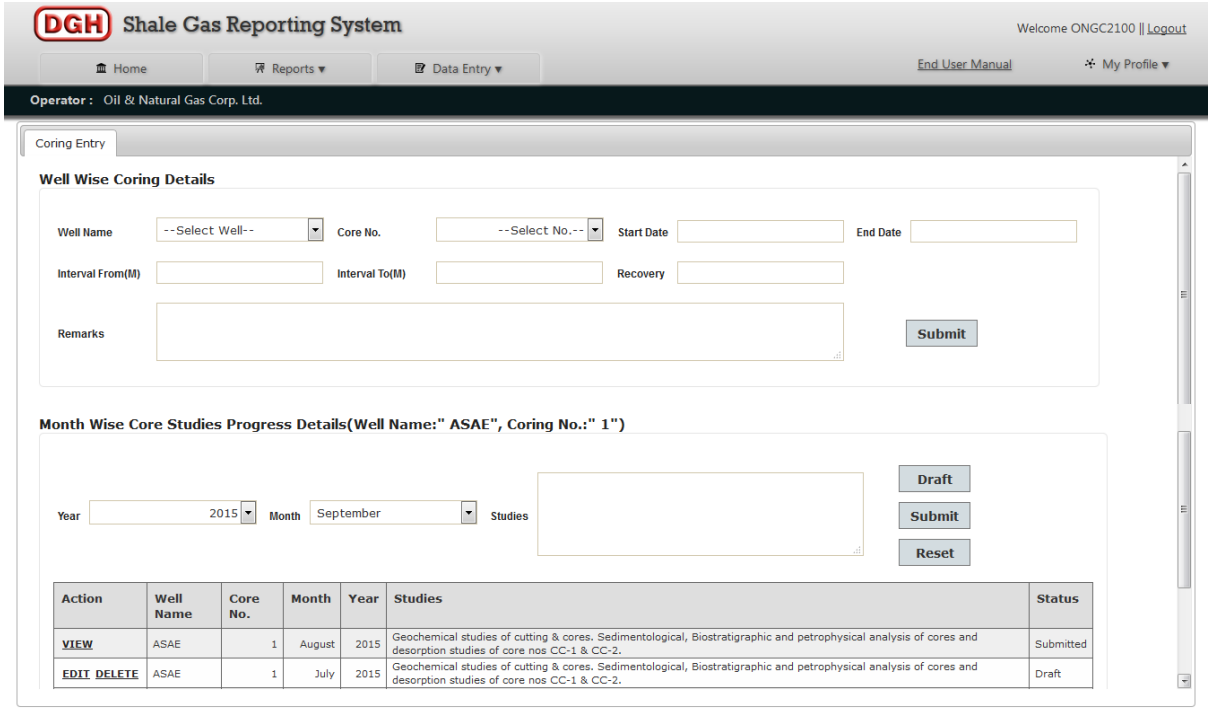
The user can enter core studies progress details. The user must select Well name along with core no., Year and Month for which they wish to enter data.

The user has the option to save the data either in Draft or Final submission mode by clicking **Draft** and **Submit** buttons respectively.

Data submitted by clicking on *Submit* may not be modified later. Therefore, the user must verify the data properly before clicking on *Submit*. Only data submitted by clicking *Submit* will appear on reports. If you wish to modify the data later, click on *Draft*.

Once the data are *Drafted* or *Submitted*, the user can view or edit or delete data (**View** **Edit** **Delete** link given in *Action* column) which is showing in table.

The user can sort the data in table by clicking (**Single Click**) any column in table.



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Name:ONGC EMAIL: savita_bhagat@dghindia.org DESIGNATION : Operator CONTACT NO :8800224263

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8. Hydrofacturing Entry Form

The Hydrofacturing Entry Form may be accessed by going to **Data Entry > Hydrofacturing Details.**

Hydrofacturing Entry form is used to enter Hydrofacturing data for respective wells and Hydrofacturing number.

8.1 Hydrofacturing Activities

The user can enter Hydrofacturing activities data.

8.1.1 Well Wise Hydrofacturing Details

The user can enter well wise Hydrofacturing data. The user must select Well name along with Hydrofacturing no. for which they wish to enter data. If Hydrofacturing data is already entered against Well name and Hydrofacturing no. then coring data will be auto populated. The user can update only those data which are not entered against selected Well name and Hydrofacturing no.

Data submitted by clicking on *Submit*.

8.1.2 Well Wise Perforation Details

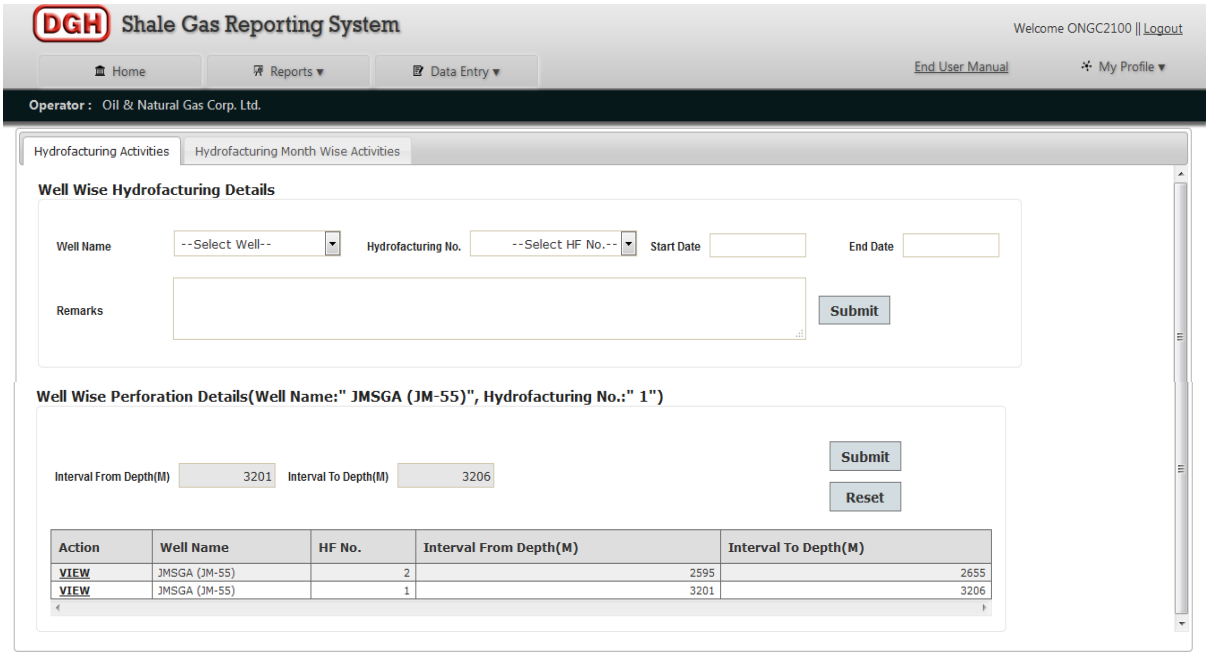
The user can enter Perforation details. The user must select Well name along with Hydrofacturing no. for which they wish to enter data.

The user has the option to save the data in Final submission mode by clicking **Submit** buttons.

Data submitted by clicking on *Submit* may not be modified later. Therefore, the user must verify the data properly before clicking on *Submit*. Only data submitted by clicking *Submit* will appear on reports.

Once the data are *Submitted*, the user can view data (**View** link given in *Action* column) which is showing in table.

The user can sort the data in table by clicking (**Single Click**) any column in table.



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Name:ONGC EMAIL: savita_bhagat@dghindia.org DESIGNATION : Operator CONTACT NO :8800224263

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8.2 Month Wise Hydrofacturing Activities

The user can enter Month Wise Hydrofacturing Activities. The user must select Well name along with Hydrofacturing no., Year and Month for which they wish to enter data.

The user has the option to save the data either in Draft or Final submission mode by clicking **Draft** and **Submit** buttons respectively.

Data submitted by clicking on *Submit* may not be modified later. Therefore, the user must verify the data properly before clicking on *Submit*. Only data submitted by clicking *Submit* will appear on reports. If you wish to modify the data later, click on *Draft*.

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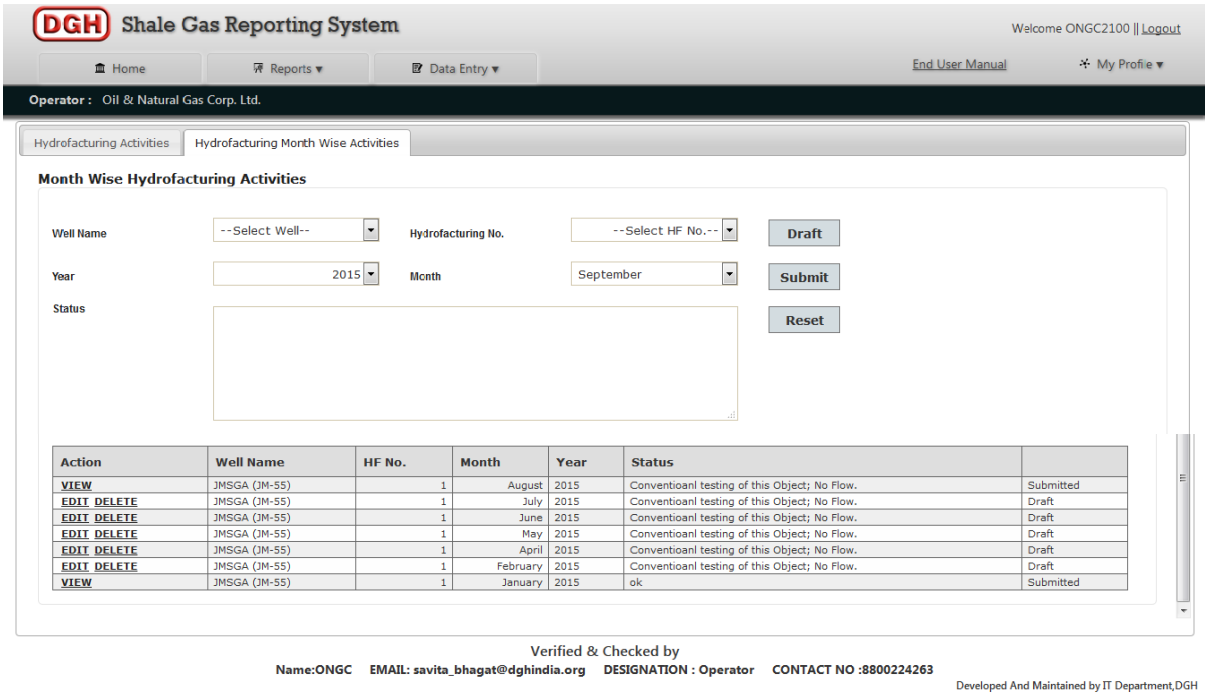
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