Alberta
ENERGY

Electronic Transfer System
Land Search Manual

Dept of Energy
Crown Land Data Support
(LSAS)
October 1st 2007

DISCLAIMER

1. In this disclaimer provision:

(a) "Crown" means Her Majesty the Queen in right of the Province of Alberta;

(b) "Their employees" means and includes each, any and every officer, employee, servant and agent of the Crown without limiting the generality of the foregoing.

(c) "ETS" means the Electronic Transfer System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

2. The Crown and their employees and the contractors and technical advisors of the aforesaid:

(a) make no warranty or representations, whether express or implied, to any person with respect to this material or documentation of ETS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and

(b) shall not be liable for any actions, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim for third-party contribution or indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages) which do, may, or are alleged to arise as a result of

(i) the use of this material or documentation or ETS or any service connection therewith; or

(ii) any errors or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the or their employees were advised of the possibility of such risk, actions, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

3. The entire risk of loss relating to or associated with the quality and performance of ETS and any product and results thereof shall be assumed by the Subscriber and by any other user of ETS.

TABLE OF CONTENTS

1 PREFACE

The Electronic Transfer System (ETS) provides access to a number of the information products available from the Department of Energy. ETS receives and validates requests for the products, sends the requests to the appropriate internal system, and makes the results available when complete. For land-based searches the cost associated with a search is sent to the department's Corporate Accounting and Reporting System for billing.

Searches for status information on Crown surface land and Crown minerals in the Province of Alberta are currently available through ETS. This information is kept on the Land Status Automated System (LSAS) database.

The available searches include:

- Mineral Land Index – retrieves a summary or detail of agreement(s).
- Mineral Land Index by Client ID – retrieves a summary or detail of agreement(s).
- Surface Public Land Standing - retrieves information on related surface interests.
- Surface Activity Standing – retrieves information on related surface activities.
- Surface Activity Detail - retrieves information on the on requested Activity only
- Surface Activity Detail by Client ID- retrieves information on the on requested Activity only.
- Mineral Agreement - agreement details.
- Mineral Agreement by Client ID- agreement details.
- Restriction Search - retrieves information on the on requested restriction only.
- Unit Agreement Search- retrieves information on the on requested Unit only.
- Deeper Rights Reversion Zone Designation Search (DRRZD)- retrieves information on the on requested DRRZD only.
- Deeper Rights Reversion Zone Designation Search (DRRZD) by Client ID - retrieves information on the on requested DRRZD only.
- Field Search- retrieves information on the on requested Field only.
- Block/Project Search - retrieves information on the on requested Block/Project only.
- Well Spacing Unit Search - retrieves information on the on requested Well Spacing Unit only.
- Land Tenure Client Information - retrieves information on all Land Tenure Clients.

This manual describes the available products along with the requirements for accessing the system. It also describes how to use the Web to submit requests and retrieve results.

Inquires on how to set up an account or if you are experiencing problems accessing the system, please contact one of the Help Desk listed below:

Land Based Searches:

Crown Land Data Support

(780) 422 – 5727

Help Desk Hours: Monday - Friday 8:15 AM - 4:30 PM except statutory holidays

LSAS Land requests from ETS

Monday - Thursday

6:00 AM - 10:00 PM

Friday 6:00 AM – 4:30 PM

Administrative Requirements

To use ETS, you must apply to the Department of Energy (DOE) for an account. The ETS Account application form along with instructions for completing and forwarding can be found in the forms section of the ETS Main Screen. After your application has been received the department assigns an ETS Account-id and Password. You will then be contacted with the information.

ETS performs other electronic transfer functions as well as Information Products including transferring gas royalty forms and related documents. You can choose to use the same ETS account to do more than one type of business or, a separate ETS Account-id can be set up.

Charges for LSAS - Land Searches are sent to the DOE's Corporate Accounting and Reporting System (CARS) on a monthly basis. A statement is produced from the CARS system, with the request numbers and the costs associated with your ETS Account-id. A sample invoice is displayed in Appendix E, it includes; the reason for the charge, account number, Contact name, request date and number, and the comment you have entered in the Comment line.

TECHNICAL REQUIREMENTS

Ensure you have Access to the Internet and a Computer that Meets the Minimum Technical Requirements

The ETS web site is a secure environment protected by 128 bit encryption via SSL, identified by a certificate of authentication issued to the Department of Energy.

To use the secure ETS web site properly, stakeholders must ensure they (or their service provider) have access to a computer with Internet access. Stakeholders who do not have their own computer can use any computer with Internet access. Some locations that provide computers with free Internet access are the local library as well as various kiosks set up within the Department of Energy offices. The 3rd floor of the AMEC building in Calgary and the 7th floor North Petroleum Plaza in Edmonton also provide free Internet access.

The following minimum technical configuration must be used to access ETS:

SOFTWARE

- Netscape Navigator/Microsoft Internet explorer – Version supported by the software vendor.
    - Currently Netscape Version 4.7 and higher
    - Currently Internet Explorer 6.0 and higher
- Web browser **must** support Secure Sockets Layer (SSL) 3.0 with Cipher strength of 128 bits.
- Windows 2000 SP4 and higher
- The compression technique used is GNU ZIP (*.gz) which can be uncompressed by most software packages like WinZip or PKZIP.
- Adobe Reader version 6.0 or later.
- JavaScript on the browser **must** be enabled.
- Minimum screen resolution of 800 x 600.
- System allows browser cookies.

HARDWARE

- Computer/Processor 133 MHz or higher Pentium-compatible CPU.
- Memory at least 64 megabytes (MB) of RAM; more memory generally improves responsiveness.
- VGA display or higher resolution monitor.
- Keyboard/Mouse Required.

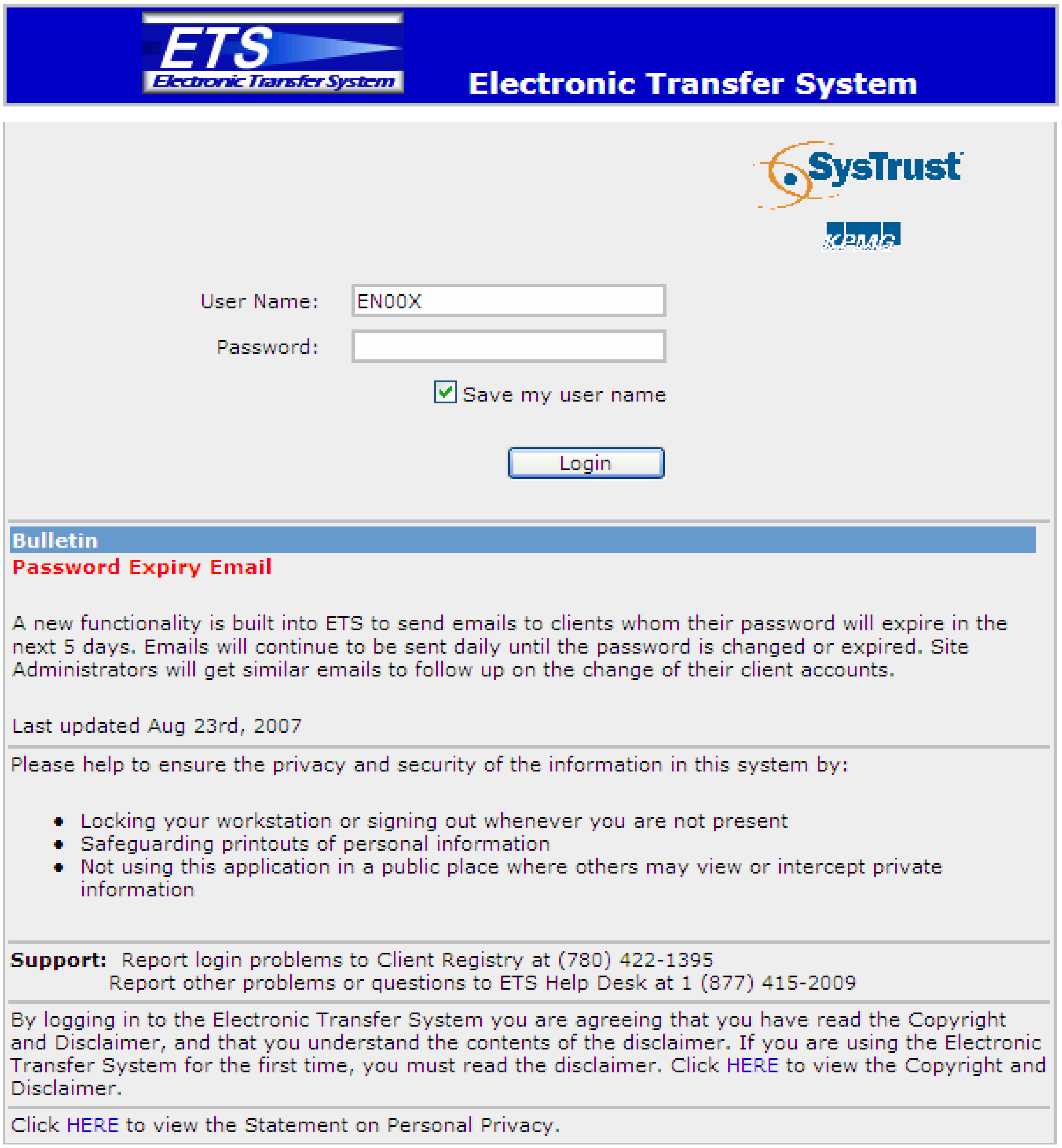
NETWORKING

- Internet Access
    - Connection speed of 28.8 kbps or greater.
        - **High Speed** connection (like ADSL) is recommended for many of the advanced options within ETS.

1.1 ACCESS AND NAVIGATION

1.1.1 Logging On

The ETS system is accessed from the Department of Energy's web site at http://www.energy.gov.ab.ca/. From the main ETS web page, you will find access links to the ETS system, as well as links to the Handbooks and Forms. When you click on the ETS link you will be prompted for a **User Name and Password**. These fields correspond to the account id (e.g. ENOOX) and password provided to you following your application to become an ETS user.



To Log on to ETS:

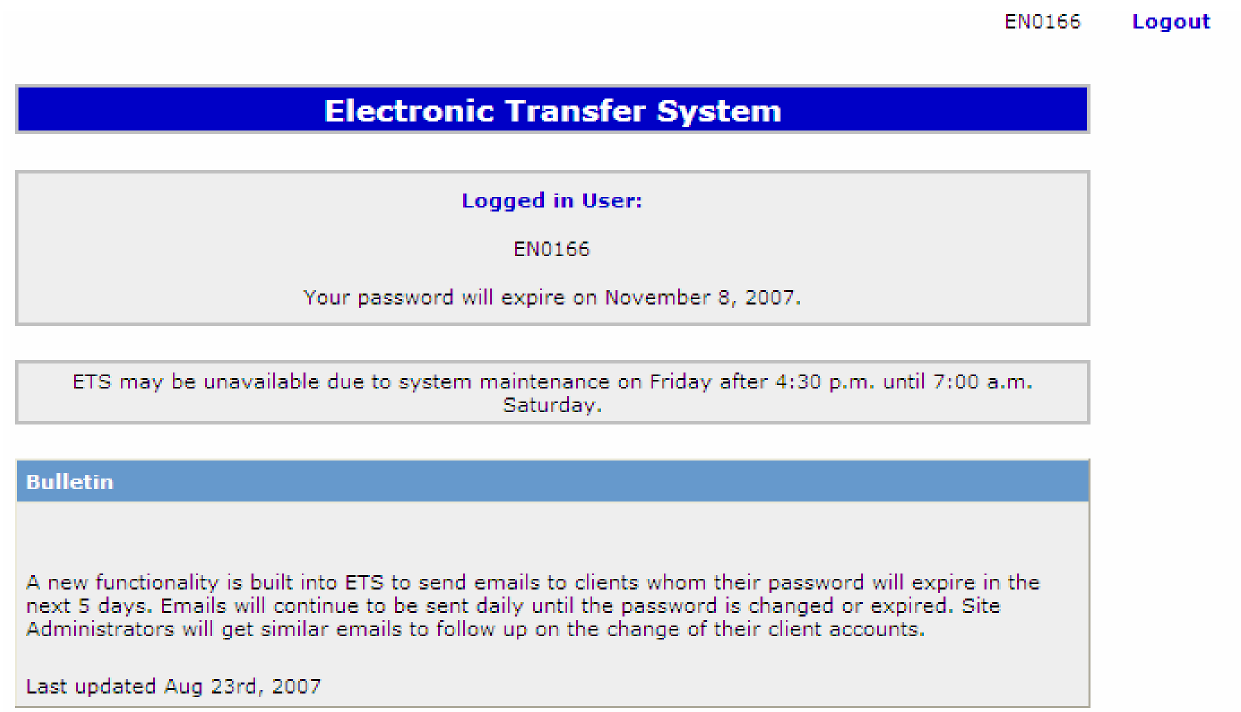
1. Type your Account-id, in the User Name box.
2. Type you Password, in the Password box.
3. Click Login

   This will display the ETS home page.

1.2 Bulletin Board

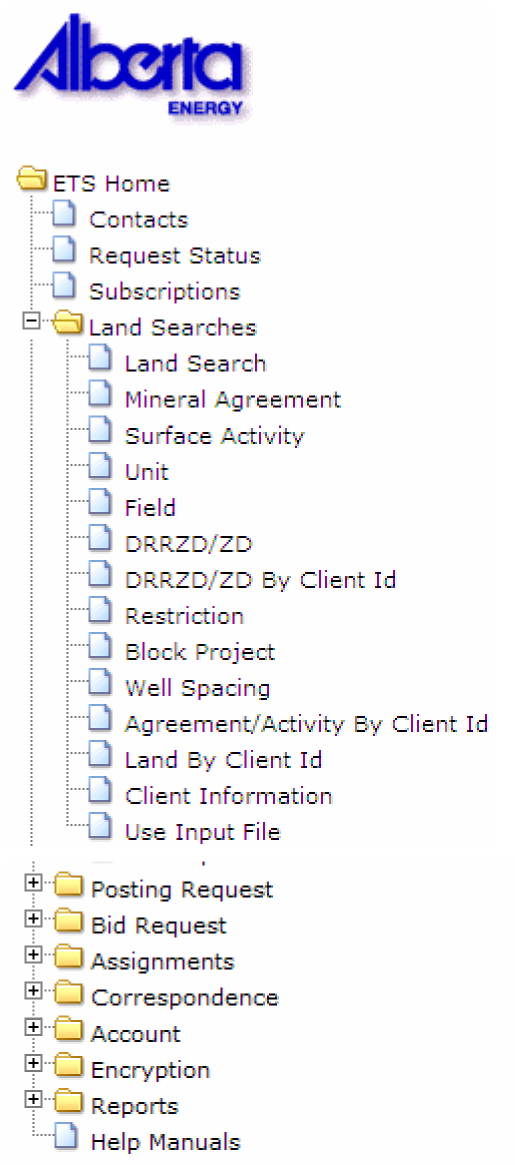
Messages for ETS users are displayed on the Home Page. If there are no messages the ETS logo is displayed.

*It is **VERY** important that you read these messages.*



1.2.1 Selecting From the Menu

Once logged on to ETS your available functions are based on your login id. The functions, which you can access, will be presented in a menu on the left side of your browser window. The options are grouped by topic, topics with more than one option will have a "+" sign and a folder as shown below. Click on the "+" sign or the folder to expand it and view the available options.



1.2.2 Menu options

Menu options relating to Land Searches will be described in detail in their respective sections of this manual. To

Click on the menu option you wish to access. It will appear on the right side of your browser window.

For example, click on the Land Search folder to find more choices for types of search, then click on the specific search i.e. Land Search to display the search window for a search based on the Alberta Township Survey (ATS) grid.

2 ACCOUNT (4.1)

The Account folder enables users to change the way they interact with the ETS system. Users can set up the defaults they desire for; search parameters, comments on their search reports, the number of days before requests are deleted and they can change their passwords.

2.1 ACCOUNT PREFERENCES (4.0)

The account preferences allow each account to set up defaults that will be used by the system for that account.

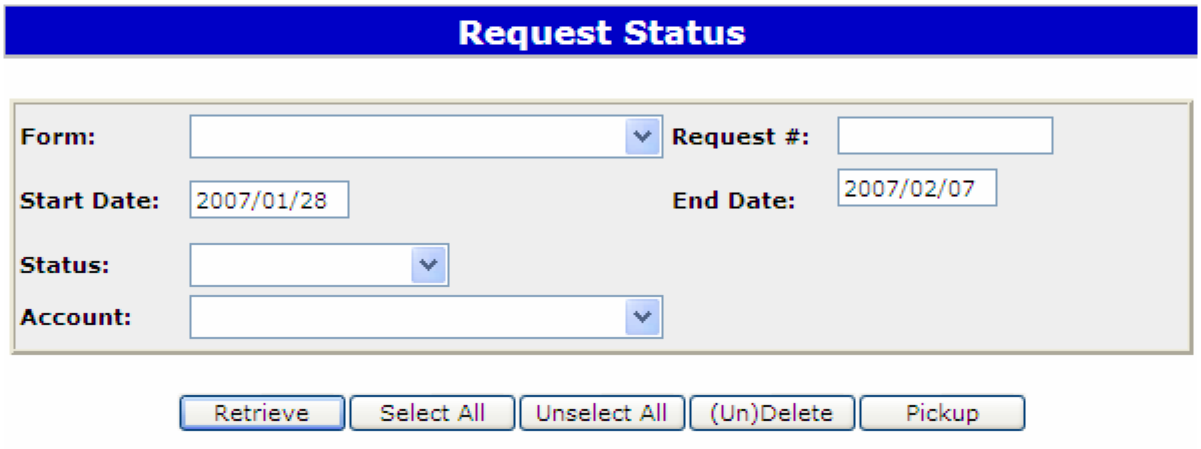
Please read the Client Account Manual on how to set up Preferences. All the manuals can be found by clicking the **Help Manuals** option of the side menu.

2.2 CHANGE PASSWORD 4.6

Please read the Client Account Manual on how to change the password. All the manuals can be found by clicking the **Help Manuals** option of the side menu.

3 RETRIEVING REQUESTS

After you have requested a search it will be necessary for you to retrieve it to view or download it. To display all active requests associated with the logged in account, you must first select **Request Status** from the menu, the screen for retrieving request information will be displayed.



To find out the status of your request:

1. On the Main-menu, click **REQUEST STATUS**.

User fills in search parameters and clicks on Retrieve button to get ETS requests matching the filled in criteria.

Search criteria in Request Status screen consists of the following:

Field	**Description**	**Example**
Form	Name of form or sub-form type. Requests in ETS belong to a set of predefined forms and sub-forms that govern how system processes these ETS requests. The only ones that will appear will be the ones users have been given access to.	- Posting Query by Land - Debit Remittance - LSAS Searches
Request Number	ETS request number. A unique number that is assigned to an activity upon its submission or creation.	1241390, 1115678
Start Date	Date that the request or file was created. Specifying Start Date and End Date would retrieve back requests that have their creation date falling between and equal to those two dates.	Start Date: 2005/12/07 End Date: 2005/12/12 Would bring back all files that were created starting from December 7 up until and including December 12
End Date	Date that the request or file was created.	Start Date: 2005/12/07

	Specifying Start Date and End Date would retrieve back requests that have their creation date falling between and equal to those two dates.	End Date: 2005/12/12 Would bring back all files that were created starting from December 7 up until and including December 12
Status	Status of an ETS Request. ETS requests are assigned a status in each stage throughout the life of the request i.e. Submitted, Processing, Completed and Error.	Submitted – (Request has been successfully submitted to the Department) Processing – (Department has started processing the request) Completed – (Department has finished processing the request) Error – (Request could not be completed for some reason, might be invalid data or request)
Account	Creator of ETS request. This field will be visible to ETS Administrator accounts only The accounts that will be displayed are the administrator account and the client accounts that have been created by the Administrator account.	EN0007, EN0007_Tony

Requests related to certain form types (i.e. Agreement Documents) will be viewable by all ETS client accounts within the company that hold those ETS requests if they have the viewer role and have been setup for the form. This will be setup during the creation of those form types. Other than those special forms, client accounts will only be able to see their own requests.

By default, system populates the Request Status screen with the following values:

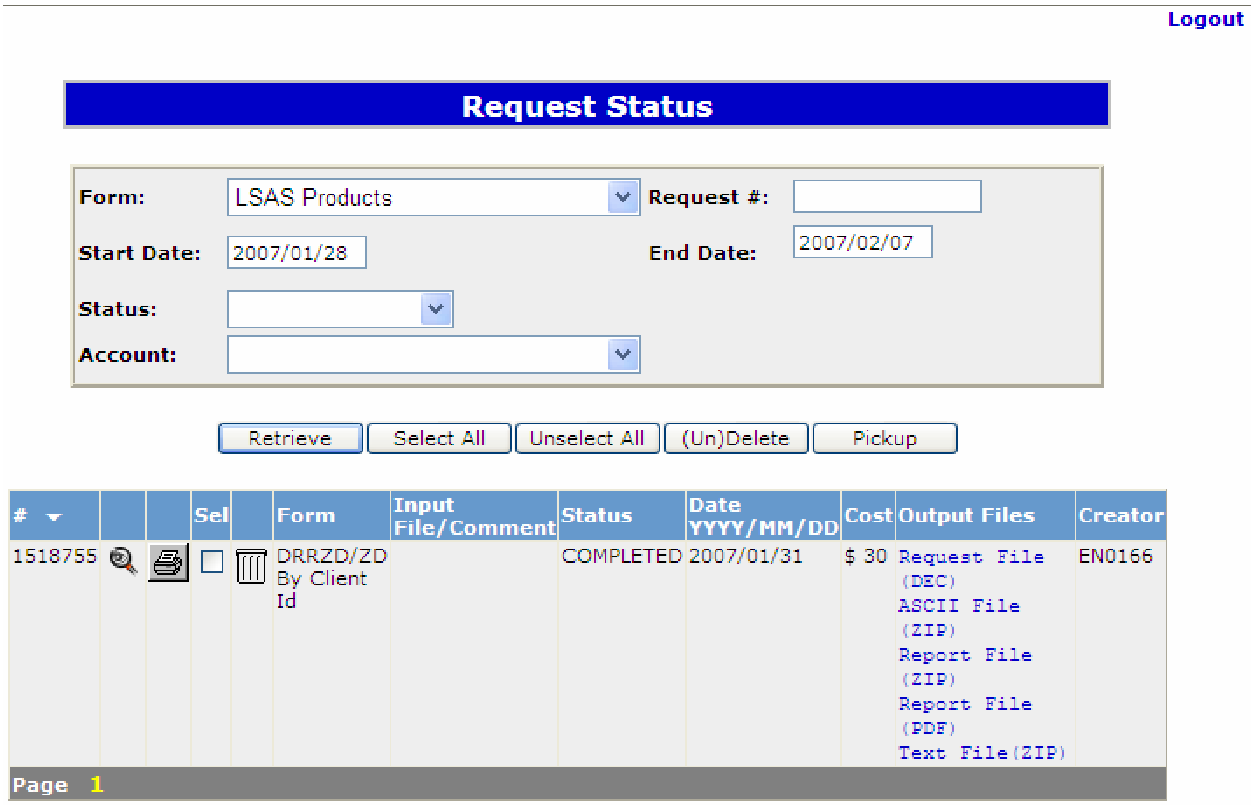
Start Date: Today's Date minus # of Days specified in Account Preferences Screen in Default Request Status field (see section 2.2.5.)

End Date: Today's Date

Click **RETRIEVE**.

If searching for more than one request use the Start and End dates to retrieve the requests within those dates. To see if the status of a Request has changed you must update your screen by clicking Retrieve again.

The Request summary screen will be displayed.



A row of information, containing the following columns, is displayed for each request.

Column Heading

Button	**Description**
#	ETS Request Number.
Magnifier Icon	Click on this opens Request Detail Screen
Printer Icon	Opens Charge Activity Screen This will display only if the result set includes requests belonging to Land Searches and the logged in account is an internal account. If result set has mixed requests then printer will show besides each request; however, user will not be able to select it for non Land Searches requests.
Check Box	Select or deselect a request.
Trash Icon	Identifies if a request has been marked to be deleted that night, displays in red
Form	Form name that request belongs. Short name or the full description of the form may display depending on the initial setup
Input File / Comment	This column heading include comments attached to ETS request or the Input File name for certain ftp activities.
Status	Status of the request.
Date	Creation date of the request.
Cost	Cost associated with a Land Search otherwise will have a blank value.

Output Files	List of files attached to ETS request.
Creator	Creator of ETS request.

Retrieving Request Results

You can retrieve the results from either the Request Status-Download Output screen, or the Request Details screen, when the status of the request is **COMPLETED**. The output files are linked for retrieval. You decide how to display and retrieve the files. You may want the results to appear in the browser or you may want the browser to automatically launch a preferred text editor that will be used for viewing and printing.

For best printing results the output file should be imported into a text editor or word processor capable of using a fixed font at an 8 or 9 pitch.

To Retrieve Requests:

Method 1 – Picking up Multiple Files

1. Select the **Requests** to download using the check box in the “Sel” column.
2. Click **PICKUP**.
3. Follow the on screen instructions to download to your hard-drive.

Method 2 – Picking up a Single File

Users can click on the file to open it or right click to save it.

Deleting or UnDeleting Request Results

1. Select the Requests to be deleted using the radio buttons in the “Sel” column.
2. Click (un)Delete.
3. If the icon is Red select the files and click **(UN)DELETE**

Requests should be deleted on a periodic basis, as system performance will diminish as the request list gets longer, you can set the number of days before requests are deleted in your preferences. This is because as this is a secure site all transmissions are encrypted which requires more time and resources. The smaller the transmissions the better the response time.

The department will automatically delete requests based on the number set in your preferences. Maximum is 60 days.

To view the details of the **Request,** click the magnifying glass. The Request detail screen will be displayed.

Logout

Request Details

Characteristic	Value
Request Number	1518755
Client Id	EN0166
Form Type	DRRZDBYCL - DRRZD/ZD By Client Id
Contact	
Input File/Comment	
Status	COMPLETED
Received Date	2007/01/31 08:59 AM
Processed Date	2007/01/31 09:18 AM
Completed Date	2007/01/31 09:18 AM
Cost	$ 30
Output File Name(s)	Request File(R1518755.DEC) ASCII File (R1518755.ASCII.ZIP) Report File(R1518755.REPORT.ZIP) Report File(R1518755.REPORT.PDF) Text File (R1518755.TEXT.ZIP)

Return To Request Status

Request Details Information

Field	Description
Request Number	ETS Request Number
Client Id	Creator of a ETS request
Form Type	ETS Request Form Type Code and Form Type Description
Contact	Submitter name for ETS request populated only for requests from FTP site.
Input File/ Comment	Comment associated with an ETS request,
Status	Status of ETS request
Received Date	Date ETS request is created
Processed Date	Date ETS request started processing
Completed Date	Date ETS request is completed

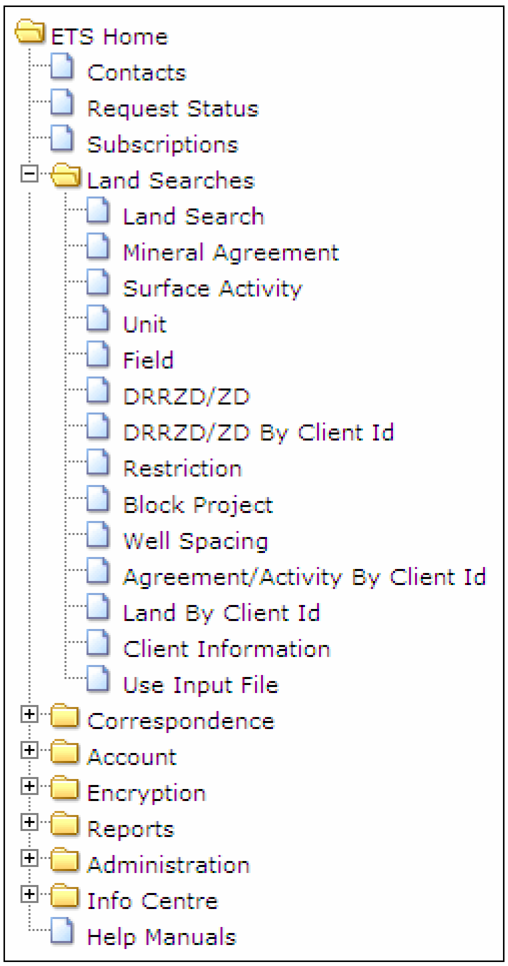
Cost	Cost associated with ETS request.
Output File Name(s)	Type and Name of files attached to ETS request

Clicking on any of the files' links will either open the file in the browser or prompt the user to save the file.

4 LAND SEARCHES

4.1 LSAS SEARCHES – INTRODUCTION

The Land Searches folder contains searches, which are performed on the Land Status Automated System (LSAS) database. The database enables you to search using various methods described below.



4.1.1 Costs

Please see the following Web page for detail search descriptions and Search costs

http://www.energy.gov.ab.ca/1880.asp

GST is not applicable to the LSAS search costs.

4.1.2 Formats

LSAS products are available in three formats; Report, ASCII, and Text. One search can be requested in any one, or combination of, the formats.

The Report format is the most suitable for printing. The content is formatted for viewing and includes page ejects, as well as headers and footers on every page. The report spacing uses fixed fonts and must be reproduced that way for best results. When a report format is selected, a PDF version is automatically created. The PDF format should be used for printing.

The Text format is the same as the report, except that there are no page ejects, and the headers and footers appear only once, at the top. It may be most suitable for use in a word processor.

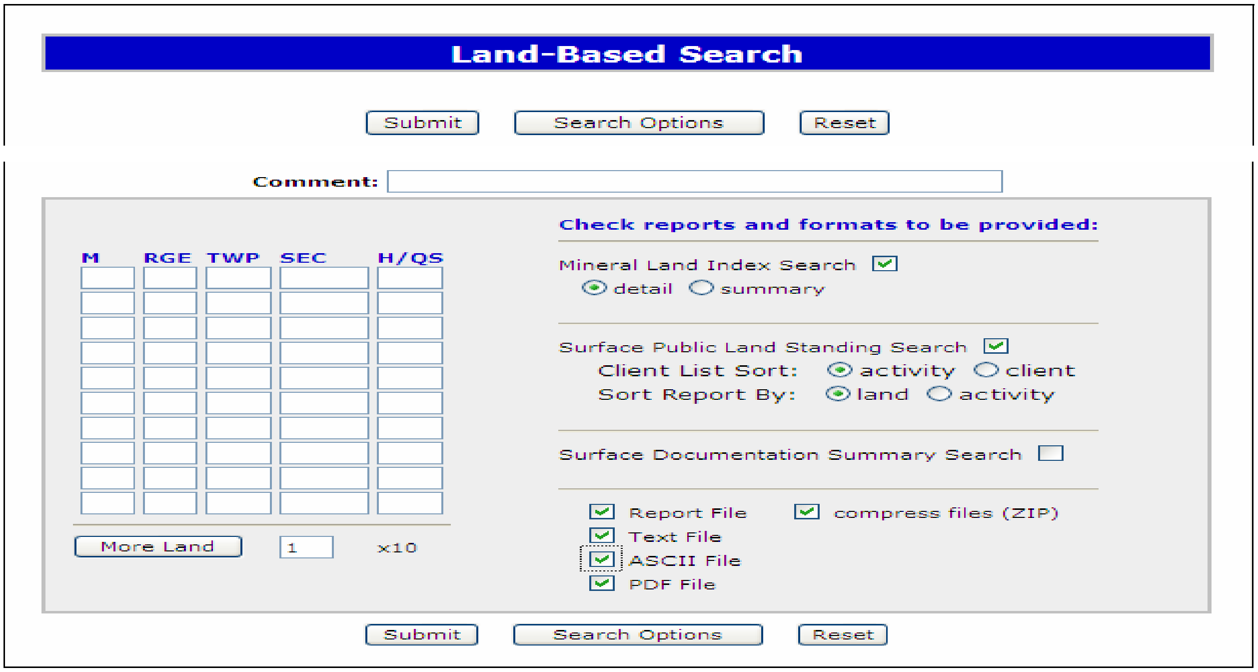
The ASCII format is most suitable for automated processing. The content is structured so that it can be imported into a database or spreadsheet application. Details of the output ASCII file formats are provided on the ETS main web page.

Please see the section Accounts: Setting Preferences to define default search options.

To request a Land Search:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-Menu, click **LAND SEARCH**.

The Land-based Search request screen will be displayed. This screen enables you to perform either a ***Mineral Land Index*** search, ***Surface Public Land Standing*** search, or ***Surface Documentation Summary*** search which is a summary of the *Surface Public Land Standing.*



1. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

2. Enter one or more ATS land identifiers in the text boxes.
3. If you need to enter more than 10 ATS keys click **MORE LAND**.
4. *This will add space for you to enter another 10 keys, and may be repeated to allow a maximum of 200 keys in total or 5 complete townships.*
5. Check the box beside the type of search(s) you are requesting. If none are checked a message will be displayed.

The land-based search allows you to request either the **Mineral Land Index** search, **Surface Public Land Standing** search, or the **Surface Documentation Summary** search, or you can request all three.

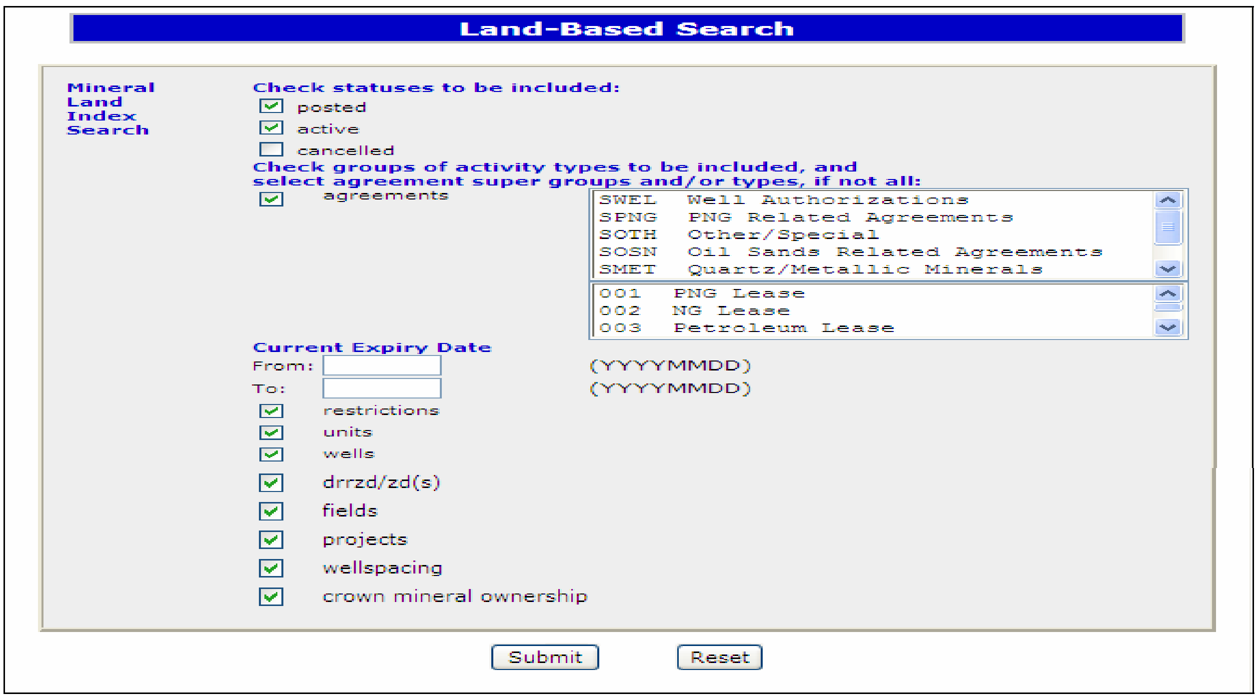
1. For Mineral Land Index searches, indicate the level of content you want by clicking the appropriate radio button, **DETAIL** or **SUMMARY,** under the search selection heading. (The default is "detail".)

2. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
3. Click **SUBMIT** or, click **SEARCH OPTIONS** to further define your search.
4. Click **SUBMIT**.

To request a Mineral Land Index Search with Search Options:

1. On the Land Based Search Screen, enter the land keys for your search.
2. Select Mineral Land Index Search.
3. Select Detail or Summary.
4. Select the format for the search, Report, Text or ASCII.
5. Click Search Options.

The Land Index Search screen will be displayed.

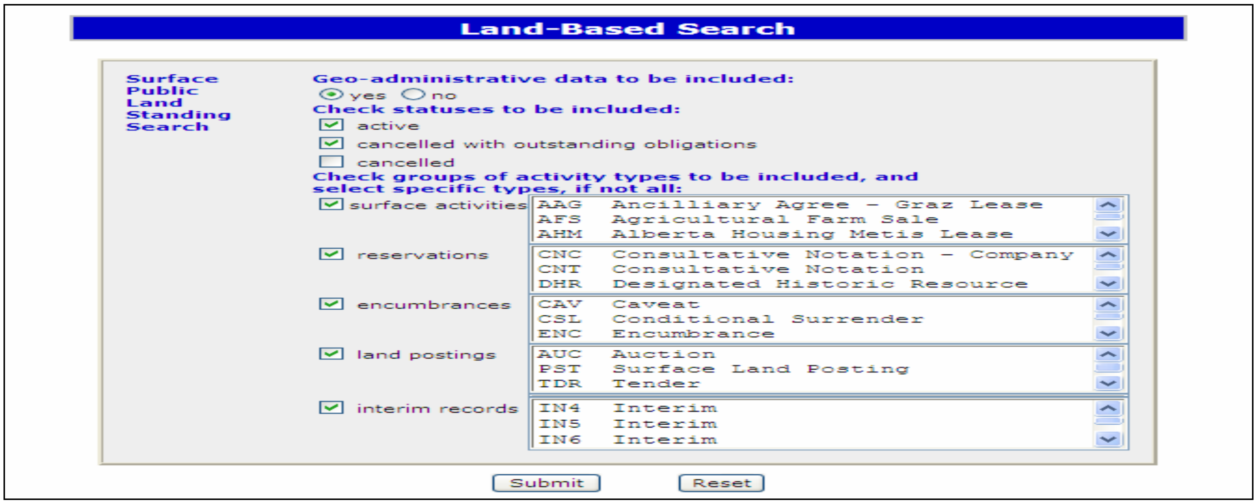


1. Select statuses to be included.
2. Select **GROUPS OF ACTIVITY TYPES**, including one or more of: Agreements (agreement super groups and/or types)
3. Enter dates if you want to also search by the Current Expiry Date of the selected Activity types.
4. Additional **GROUPS OF ACTIVITY TYPES**, include Restrictions, Units, Wells, DRRZD/ZD(s), Fields and/or Projects, etc.
5. Click **SUBMIT**.

To request a Surface Public Land Standing Search with Search Options:

1. On the Land Based Search screen, enter the land keys for your search.
2. Select Surface Public Land Standing Search.
3. Select the sort for the Client List Sort and the Sort Report By
4. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
5. Click Search Options.

The Land–based Search screen will be displayed.



Geo-Administrative Data

Indicate whether you want geo-administrative data included in the results by clicking the appropriate radio button. The default is **YES**.

Status

Select the statuses of the activities **(Active, Cancelled with outstanding obligations, or Cancelled)** to be included in the search results. At least one must be checked but one, or all, of the options may be selected.

Groups of Activity Types

Check the groups of activity types **(Surface Activities, Reservations, Encumbrances, Land postings, or Interim Records)** to be included in the search results At least one must be checked but one, or all, of the options may be selected.

Activity Types

If you have selected a group of activity types, you may **Limit** your search by specifying the specific **Types** to be included in the search results. To do so, highlight the type(s) (e.g. "GRL") that you want to select from the scrolling lists in the drop down boxes. Use the **SHIFT** and **CTRL** keys, to select multiple entries.

If you do not select specific activity types, all types will be included in the search.

4.1.3 Defining Your Search

- The Meridian value (M) is numeric and must be 4,5,6.
- The Range value (RGE) is numeric and is dependent on the meridian west of which it is located. Valid values are:

West of the fourth meridian	1 through 30
West of the fifth meridian	1 through 28
West of the sixth meridian	1 through 14

- The Township value (TWP) is numeric and must be in the range of 1 through 126.
- The Section value (SEC) is numeric and must be in the range of 1 through 36.
- A range or list of values may be entered. For example to request sections 4,5 and 6 enter 4-6. To request sections 4 and 6, enter 4,6 in the sections text box.
- The H/QS text box can be used to enter a quarter section or half section.
- The Half Section value (HS) is alphabetic and can have one of the following values N, S, E, or W.
- The Quarter Section value (QS) is alphabetic and can have one of the following values: NW, NE, SW or SE.

If meridian, range, township or section is the same as the previous line, leave that column blank. Enter only the columns that have changed. Columns to the left of the entered columns will filled automatically.

- A key may be entered at the township level (i.e. the key consists of only M, RGE and TWP values) but in that case will be counted as 36 parcels. A parcel is defined as land description at a section or quarter section level (i.e. 4-01-001-01 or 4-01-001-01-NE)
- To request the results be provided in a compressed format, check the "ZIP" option. ZIP can be requested in conjunction with any of the Report, ASCII, or Text formats and will be applied to all that are checked. The format selection will default to what has been set up under Account Preferences.
- Check the statuses of the activities ("posted", "active", or "cancelled") to be included in the search results. At least one must be checked, but one or more may be selected.

- Check the groups of activity types (e.g. Agreements, Restrictions, Units, or Wells) to be included in the search results. At least one must be checked, but one or more may be selected.
- If you have selected Agreements, you may limit your search by specifying the Agreement super groups or Types to be included in the search results. Highlight the super group(s) (e.g. "SCOL) or agreement type(s) (e.g. "001") from the scrolling lists in the drop down boxes. Use the **SHIFT** and **CTRL** keys to select or de-select multiple entries.

If you do not select specific super groups or agreement types, all types will be included in the search.

Agreement Type Numbers

In the Agreement Type number the agreement is identified using a three-digit identifier. For example; A04 is an Application for Agreement type 004 and a P04 is a Posting for agreement type 004. Use the drop down table to find the agreement type numbers. The remaining (1) through (10) digits is a unique agreement number assigned by the land tenure division of Alberta Energy. If the agreement was issued in 1976 or later, and the number has 10 digits, the following applies:

1st and 2nd digits	are the last two numbers of the agreement type, e.g. 04
3rd and 4th digits	are the year in which the term commences (last two digits only)
5th and 6th digits	are the month in which the term commences
7th digit	is a zero, a number or a letter to indicate an agreement that was issued through a partial transfer
8th to 10th digits	are the numerical sequence of agreements issued within the month.

For example agreement - 004 - 0496010001 is the first agreement of any type issued in January of 1996, this is an example of agreement type 004.

4.2 MINERAL AGREEMENT

Mineral Agreement searches return the same detailed information for each mineral agreement specified as the Mineral Land Index detail search. The difference is the criteria used to conduct the search. Mineral Agreement searches enable you to search by agreement type and number and include a table of Agreement Types, which can be accessed using the link at the bottom of the page.

To Request a Mineral Agreement Search:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **MINERAL AGREEMENT**.

The Mineral Agreement Search request screen will be displayed.

3. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
4. Enter an Agreement Type. To find an Agreement Type, click the **AGREEMENT TYPE CODE TABLE** link at the bottom of the page.
5. Enter an Agreement Number.
6. Click **SUBMIT**.
7. The results of your search plus the cost will be displayed.
8. To process your request, click **CONFIRM**.

A screen will appear providing the request number, which you will use to retrieve the request on the Request Status page.

Agreement Type Numbers

In the Agreement Type number the agreement is identified using a three-digit identifier. For example; A04 is an Application for Agreement type 004 and a P04 is a Posting for agreement type 004. Use the drop down table to find the agreement type numbers. The remaining (1) through (10) digits is a unique agreement number assigned by the land tenure division of Alberta Energy. If the agreement was issued in 1976 or later, and the number has 10 digits the following applies:

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8th to 10th digits	are the numerical sequence of agreements issued within the month.

For example agreement - 004 - 0496010001 is the first agreement of any type issued in January of 1996, this is an example of agreement type 004.

4.3 SURFACE ACTIVITY

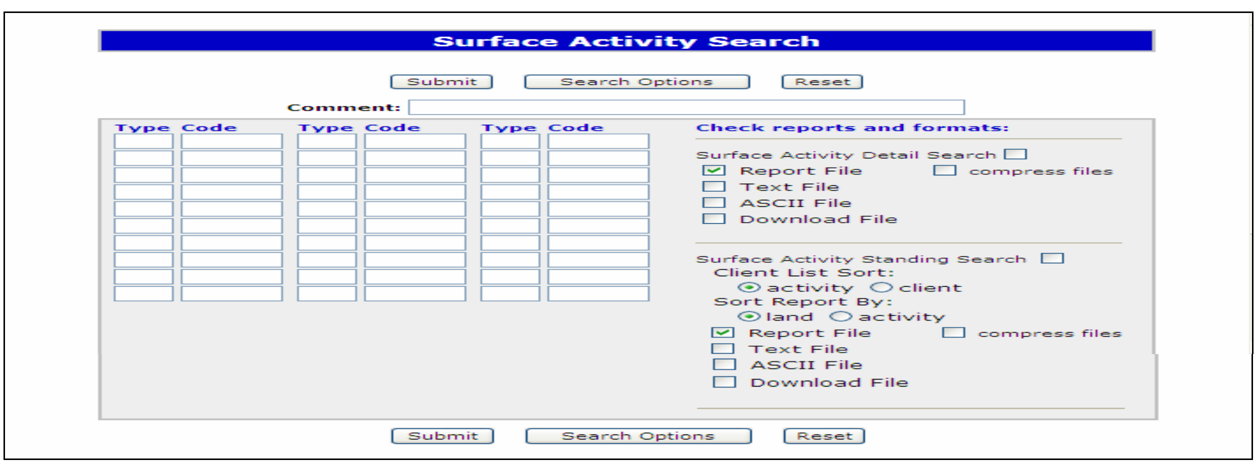
The *Activity Detail* Search will provide activity information on the requested Activity only.

The *Activity Standing* Search will provide details of all activities etc. which intersect the land description of the requested activity. It is the equivalent of a Public land standing for all lands on the requested activity.

To Request a Surface Activity Search:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **SURFACE ACTIVITY**.

The Surface Activity Search request screen will be displayed.



3. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

4. Enter one or more Surface Activity ID's in the text boxes.
5. Select the Report Type; **Activity Detail Search** and/or **Activity Standing Search.** If an Activity Standing Search indicate the **sort order** to be by Activity ID or Client ID. **Note:** If you are requesting a FMA Activity type the Sort must be by Activity. Sorting by land for FMA doubles the number of pages created.
6. Select the format(s) for the search results, **REPORT, ASCII, TEXT** OR **DOWNLOAD FILE**. At least one format per search must be selected. Select whether to compress the file.
7. Click **SUBMIT**.
8. The results of your search will be displayed. The cost will be displayed for the Activity Detail Search however the cost for the Activity Standing will not be given until the search is completed. The cost of an Activity Standing will be a maximum of $75.00.
9. To process your request, click **CONFIRM**.

A screen will appear providing the request number, which you will use to retrieve the request on the Request Status page.

4.4 UNIT

A unit establishes a relationship between lessees and lessors to operate a group of leases for the recovery of Oil and Gas, as a single consolidated unit without regard to separate ownerships. A unit search provides details, which are registered in the LSAS system.

To Request a Unit Search:

10. On the Main-menu, click the **LAND SEARCHES** folder.
11. On the sub-menu, click **UNIT**.
12. The Unit Search request screen will be displayed.
13. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

14. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
15. Select whether to compress the file.
16. Enter the Unit Type Code. Click the Unit Type code link to find a list of Unit Types.

    If the only the Unit name is known you can look up the Unit name by clicking the magnifying glass to get an listing of Units with their Unit Type & Number.
17. Enter the Unit Type and Number, e.g. 087 123.
18. Click **SUBMIT**.
19. The results of your search and the cost will be displayed.
20. To process your request, click **CONFIRM**.

4.5 FIELD

A field is a geographical area in which a number of oil or gas wells produce from a continuous reservoir. A field may refer to surface area only or to underground productive formations as well. A single field may have several separate reservoirs at varying depths.

To Request a Field Search:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **FIELD**.
3. The Field Search request screen will be displayed.
4. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

5. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
6. Select whether to compress the file.
7. Enter the Field Code, e.g. 0001.
8. Click **SUBMIT**.
9. The results of your search and the cost will be displayed.
10. To process your request, click **CONFIRM**.

4.6 DRRZD/ZD

The Deeper Rights Reversion Zone Designation/Zone designation (DRRZD/ZD) is a unique identifier assigned by the EUB to describe a specific geological formation or zone. It includes a zone code, description, key well and interval.

To Request a DRRZD/ZD Search:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **DRRZD/ZD**.

The DRRZD/ZD Search request screen will be displayed.

3. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

4. Use the drop down arrow to select whether the agreements associated to the DRRZD/ZD should be included on the report and/or whether the land description should be printed.
5. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
6. Select whether to compress the file.
7. Use the drop down arrow to select DRRZD or ZD.
8. Enter the DRRZD/ZD Number.
9. Click **SUBMIT**.
10. The results of your search and the cost will be displayed.
11. To process your request, click **CONFIRM**.

4.7 RESTRICTION

Restrictions apply to areas in the province of Alberta that have surface access or geologic concerns in the development of mineral resources.

To Request a Restriction Search:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **RESTRICTION**.

The Restriction Search request screen will be displayed.

3. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

4. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
5. Select whether to compress the file.
6. Enter the Restriction Type Code. Click the Restriction Type code link to find a list of Restriction Types.
7. Enter the Restriction Number.
8. Click **SUBMIT**.
9. The results of your search and the cost will be displayed.
10. To process your request, click **CONFIRM**.

For specific restriction details enter the full restriction number, e.g. BSA 0001 - 01. to obtain restriction details for a particular restriction classification only enter the first part of the restriction number, e.g. BSA 0001 will return information on all from 01 to XX.

4.8 PROJECT BLOCK

A Project/Block is a unique number assigned by Mineral Revenues to identify Petroleum and Natural Gas (P&NG) wells that are within an operation.

To Request a Project Block Search:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **PROJECT BLOCK**.

The Mineral Agreement Search request screen will be displayed.

3. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

4. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
5. Select whether to compress the file.
6. Enter the Project Block Number.
7. Click **SUBMIT**.
8. The results of your search and the cost will be displayed.

9. To process your request, click **CONFIRM**.

4.9 WELL SPACING UNIT SEARCH

Well spacing unit (SU order) is a specific area allocated by the EUB for the purpose of drilling for and producing oil or gas, Which is not a standard spacing unit. The standard spacing units are one section for gas and a quarter-section for oil.

To Request a Well Spacing Unit Search:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **Well Spacing Unit Search**.
3. The Well Spacing Unit Search request screen will be displayed.
4. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

5. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
6. Select whether to compress the file.
7. Enter the Well Spacing Unit id.

For all Well Spacing Unit details enter the Well spacing Unit Id number, e.g. 0001 To obtain Well Spacing details for a particular Well Spacing Unit, enter the Well spacing Unit Id and the Appendix Id and Reference Ids, e.g 0001 A1 01

8. Click **SUBMIT**.
9. The results of your search and the cost will be displayed.
10. To process your request, click **CONFIRM**.

4.10 LAND TENURE CLIENT INFORMATION

This report will provide a search of all Land Tenure Clients. It provides client id(s), Names, Client addresses, CORES status, PRA royalty (EUB operator code). A Land Tenure Client is a client with Department of Energy land tenure business.

To Request the Land Tenure Client Information:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **CLIENT INFORMATION**.
3. The Land Tenure Client Information request screen will be displayed.
4. Enter a Comment or accept the default value if it has already been set up in preferences.

Any information placed in the Comment field will appear on your invoice and will be displayed with request results.

5. Select the format(s) for the search results, **REPORT, ASCII, or TEXT**. At least one format per search must be selected.
6. Select whether to compress the file.
7. Click **SUBMIT**.
8. The results of your search and the cost will be displayed.
9. To process your request, click **CONFIRM**.

4.11 USE INPUT FILE

The input file is a special ASCII file formatted so that it can be imported into a product request window to create a new request. Input files enable users to list land descriptions in a file and then use that file for a Land search.

To Use an Input File:

1. On the Main-menu, click the **LAND SEARCHES** folder.
2. On the sub-menu, click **USE INPUT FILE**. The Use Input File screen will be displayed.
3. Use the drop-down arrow to select the type of Report desired.
4. Enter the file name or click the browse button to find the file on your computer.
5. Click **SUBMIT**, the land descriptions will be listed.
6. Click the box to select which descriptions to search under. (You may not need reports on all the land described.
7. Click Continue, the Land Search (by the selected report) screen will be displayed.
8. Click Submit, the verification screen will be displayed.
9. Click Confirm, the request number will be displayed.
10. Use the request number to retrieve your request on the Request Status page.

5 REPORTS

The Reports option allows users to generate a summary of their requests. Users are able to choose a range of request numbers and/or a range of dates for those requests.

5.1 REQUEST SUMMARY

To generate a request summary:

1. On the Main-menu, click **REPORTS**.
2. On the sub-menu, click **REQUEST SUMMARY**.

The Request Summary screen will be displayed.

3. Enter the number of the first request in the range in the **FROM REQUEST** box.
4. Enter the number of the last request in the range in the **TO REQUEST** box.
5. Enter a comment or accept the default.
6. Click **RETRIEVE**.

OR

1. On the Main-menu, click **REQUEST STATUS**.
2. Use the drop-down arrow to select the request type or select **ALL**.
3. The Request Status screen will be displayed.
4. To view only a single request, enter the request number.
5. Enter the **START DATE** and **END DATE** to narrow your search.
6. Click Retrieve.

You can limit your search by combining both request numbers and dates.

The Request Summary results page will be displayed containing all the requests within the specified range, their costs will be listed beside each request and the total cost for the requests will be displayed.

6 HELP MANUALS

The Help manual for the Electronic Transfer System is available for on the ETS main screen. The manual is presented in Adobe Acrobat format (PDF file) so users will require the Adobe Acrobat Reader to use it. Adobe Acrobat is available for download through a link under the Download option of the main menu.

Users can also download the ASCII file layout document, which describes how the ASCII format is designed. The manual describes each of the fields in the various requests to enable users to process the reports and present them in a manner that best reflects their own business practices.

APPENDIX A - NAVIGATION BUTTONS

More Land	The **MORE LAND** button is found on Land Searches. The Land searches page allows you to enter up to 10 land selections. The **MORE LAND** button adds 10 more slots to enter land descriptions up to a total of 200 land descriptions in one request
Pickup	After you have selected the Requests you wish to download, click **PICKUP** and follow the on-screen instructions to download your requests to your hard drive.
Reset	If, at any time after entering selections on the window, you want to revert to how it appeared the last time it was displayed, click the **RESET** button. This will reset the window to the criteria as of the last time you interacted with the browser.
Retrieve	The **RETRIEVE** button is on the Request status page. Having selected the dates or request numbers to be processed the retrieve button places the requests on a page and enables you to download the results.
Search Options	After completing the search criteria, click the **SEARCH OPTIONS** button to further define your request. The **SEARCH OPTIONS** button displays a second window to enter more detailed request criteria. This is only necessary if you need a more refined search than is available with the **SUBMIT** button.
Select All	The **SELECT ALL** button (Request Status Page) enables you to select all the retrieved requests which you can then download by clicking **PICKUP**.
Submit	The **SUBMIT** button processes your request, with the information you entered, using the default Search Option preferences.
(un)Delete	The **UNDELETE** button marks or un-marks selected requests for deletion.
Update	The **UPDATE** button updates your preferences in the ETS system.
Unselect All	The **UNSELECT** All button enables you to remove your checkmarks from the check boxes (Request Status Page), so you can change your selections.

APPENDIX A – INPUT FILE FORMATS

This appendix describes the format of the "Input" file. Input files contain a header, which identifies the names of the columns contained in the file. The data itself is in comma-delimited ASCII format.

Once created, Input files can be imported into search requests by selecting the "Use Input File" menu option. Input files can contain your own data. When the data file contains your own data, it must conform to the specifications described in this appendix.

The header must contain one of the standard ETS column identifiers. As long as the header contains a standard ETS column identifier, you will be able to import the file into a search screen. The header may contain other user-defined identifiers as desired. The columns can be in any order and ETS will move the Mandatory/ Optional columns to the left for display and selection.

An example of a user-defined Input file is shown below.

"PROJECT - No", "M", "RGE", "TWP", "SEC”, "QS", "APEX'

1001, 5,1,68,8, NE, 160

1001, 5,1,68,8, SW, 160

1001,5,1,68,9,,160

1002,5,1,67,4,N,

1002,5,1,67,5, S,

This file contains the required columns for the Land Search.

In the example above, there is no designation for the Quarter Section so two commas are used to enable the software to know it must skip that field.

- Mineral Agreement Search

Column	Column Type	Width
TYPE	Character	3
NUMBER	Character	10

- Land Search

Column	**Column Type**	**Width**
M	Character	1
RGE	Character	2
TWP	Character	3
SEC	Character	5
QS	Character	2

APPENDIX B – SAMPLE MONTHLY STATEMENT

FIN 61

Alberta

INVOICE / STATEMENT

PAGE 1 OF 1

For Department Use Only

CR #

Statement Number
0000014729

Client's Name and Address

CHANGE NAME 1 AGAIN 123456789012345MICK E.
13616 119 AVE
EDMONTON AB T5L 2N6

Client ID
800-0240 001

Statement Date
2000-11-03

Activity ID / Account #
ILS-2000010001

Amount now Due
30.00

Payment Enclosed

Please ...
Return top portion with payment

Tear Here

Balance on Last Statement 0.00

Date	Description	Amount	GST
	INTERNET LAND SEARCHES		
2000-11-30	CHARGE		
	MISCELLANEOUS SERVICES AND SUPPLIES	30.00	
	EN0001		
	WAYNE THOM	780-451-6465	
	2000-06-05 6926 PUB	30.00	
	SUSAN TEST		

CURRENT BALANCE: 30.00

TOTAL DUE: 30.00

Client Name			Activity ID / Account #
CHANGE NAME 1 AGAIN 123456789012345MICK E. MOUSE NAME 1234			ILS-2000010001
Statement Date	Statement Number	Current Annual Interest Rate	Current Charge Due Date
2000-11-03	0000014729		2000-11-30

RESOURCE DEVELOPMENT
DIRECT INQUIRIES TO 427-3600
OUR REGISTRANT NUMBER IS R124072513
INTEREST WILL BE ASSESSED ON THE OVERDUE BALANCE UNLESS
PAYMENT IS RECEIVED BY 2000-12-30

MAIL TO:
RESOURCE DEVELOPMENT
9945 - 108 STREET
EDMONTON, ALBERTA
T5K 2C9

MAKE CHEQUE OR MONEY ORDER PAYABLE TO:
THE PROVINCIAL TREASURER OF ALBERTA

Please see reverse for payment instructions