



*Ground Disturbance Web Application Manual*

---

## Copyright

This manual, the website described, and content is furnished as is and copyright of Abacus Datagraphics Ltd.

Copyright Notice

© 2012 Abacus Datagraphics Ltd.

All Rights Reserved.

### **Trademarks**

Abacus logo is a registered trademark of Abacus Datagraphics Ltd.

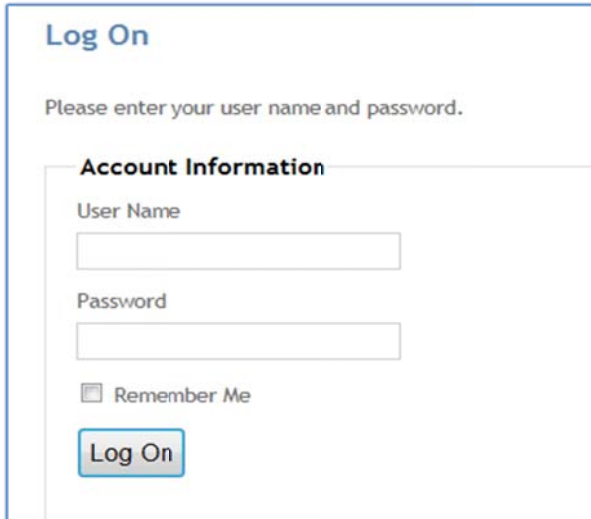
Printed in Red Deer, Alberta, Canada

**Contents**

- Logging In ..... 4
- Logging Off ..... 4
- Home Screen ..... 4
- Create Web Request ..... 5
  - Locations ..... 6
  - Mandatory Fields ..... 6
  - Submitting Request..... 7
- Uploading Additional Files ..... 8
- View Requests ..... 9
  - Entering Search Criteria ..... 9
  - Request List ..... 10
  - Copying a Request ..... 10
- Reports ..... 10
- Contact Information ..... 11

## Logging On

- Please contact Ground Disturbance at Abacus Datagraphics to create a new Account:  
**1-403-346-7551**
- Please enter your **User Name** and **Password**
- Check **Remember Me** if you wish the site to remember your credentials



The screenshot shows a 'Log On' form with the following elements:

- Title: **Log On**
- Instruction: Please enter your user name and password.
- Section: **Account Information**
- Fields: **User Name** and **Password** (both with input boxes)
- Checkbox:  **Remember Me**
- Button: **Log On**

- If you're having trouble logging in please contact Abacus Ground Disturbance

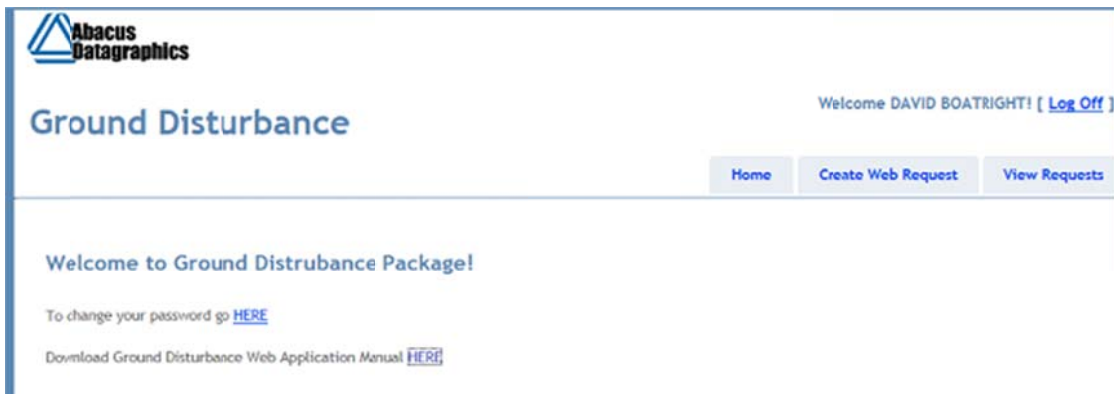
## Logging Off

- To log off, click the **Log Off** link next to your name on the top right of the screen



## Home Screen

- This screen is used to change your password and other account maintenance



## Create Web Request

- This screen allows creation of a new **Web Request**

Create Web Request
[Copy Previous Request](#)

---

**REQUEST INFORMATION**

Company:

E-Mail:  Phone #:

Fax #:

Project #:  EWR #:

**Add Locations**

LSD  NTS

EXT  LSD  SEC  TWP  RGE  WOF

EXT	LSD	Section	Township	Range	West Of
NE		4	5	4	4 <span style="color: red;">✖</span>

Associated Facility or System:  0 of 500 Characters Remaining

New Construction  Existing

**ORIGINATOR USE ONLY**

Originator Name:

E-Mail:

Phone #:

Fax #:

Package Required Date:

Auditor:

**CORTEX BILLING INFORMATION**

Approver Email:

Approver #:

Well Location:

AFE:

Work Order:

Account Code:

PO #:

Cost Centre #:

\*Minimum of 2 days notice required for construction of package

Job Scope / Work Description 4 of 2000 Characters Remaining

The following documents in **bold** text are to be the minimum necessary, and must be in any ground disturbance package prior to the ground disturbance package being forwarded to the site representative.

All other items provided will be provided dependent on the specific task being undertaken.

Certificates of Title, ERCB information, ABADATA **must not be greater than 30 days old** when the package is issued to field personnel. Documents greater than 30 day must be updated.

All crossing agreements, proximity permits and encroachment notices must be valid and current before the package is issued to field personnel.

**ABACUS DOCUMENTATION**

**Ground Disturbance Documentation Check List & Request Form**

**Ground Disturbance Control Sheet**

**ERCB Baseline Maps (AB only)**

**Survey Plan**

**Abadata Map**

**Certificate of Title (Freehold)**

**Standing Report (Crown)**

**ERCB PL100 (AB only)**

**Travel/Direction Map**

**Aerial Photograph**

**Pipeline List (SK & BC)**

**Certificate of Title Summary**

**DOCUMENTATION**

**Systems Map**

**"As-builts" / plot plans (if available)**

**Crossing Agreement**

**Encroachment Agreement**

**Proximity Permit**


**COMMENTS:** 0 of 1000 Characters Remaining

Site representatives must complete/submit One-Call notification a **MINIMUM 2 Full Working Days** prior to work commencing. The documentation generated by this process **must** be filled in the ground disturbance package.

Alberta - 1 800 242 3447      British Columbia - 1 800 474 6886      Saskatchewan - 1 866 828 4883

\*Note: Only Contractors will see the Company Selection Box


## Locations

- Allows adding multiple locations in either LSD or NTS formats
- Must have at least 1 location
- To remove/delete an unwanted location, click the  button next to the location to be removed
- **LSD**
  - Extension is optional
  - LSD: 1-16
  - Section: 1-36
  - Township: 1-126
  - Range: 1-30
  - West Of (Meridian): 1-6
- **NTS**
  - Quarter: A-D
  - Unit: 1-100
  - Block: A-L
  - Group 1: 1-999
  - Group 2: A-P
  - Group 3: 1-16

### Add Locations

LSD  NTS

EXT  LSD  SEC  TWP  RGE  WOF

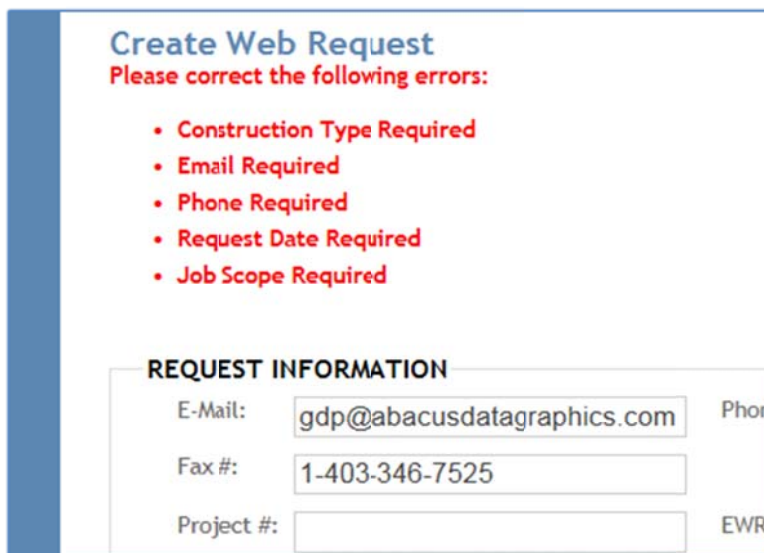
EXT	LSD	Section	Township	Range	West Of	
	4	24	24	24	4	

## Mandatory Fields

- Some of the fields on the request are mandatory; if these fields are missed you will get a message saying which fields were missed, as well as that particular field being highlighted.

## Submitting Request

- After all the information is entered click on the **Submit Request** button, if there are any errors/missing fields that need to be corrected they will be displayed at the top of the page and highlighted on the screen(see below)
- After fixing any error hit **Submit Request** again
- Once the package is completed by Abacus, your completed package will be e-mailed back to you



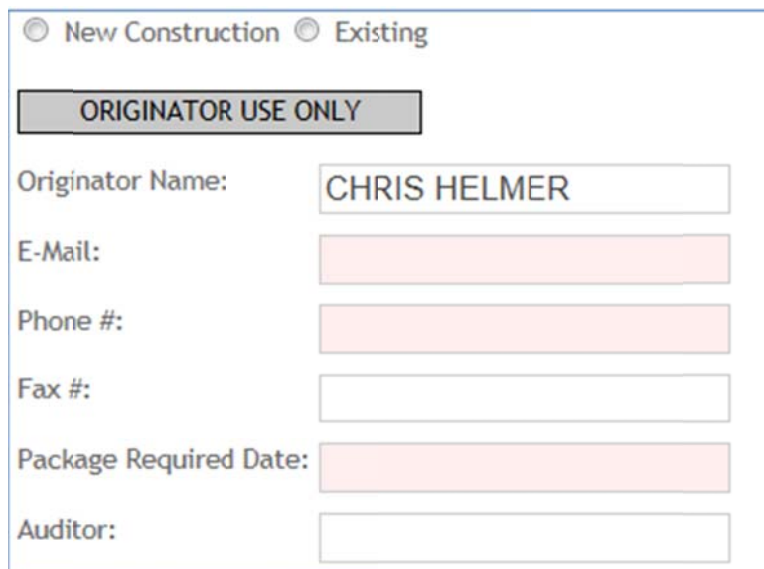
**Create Web Request**  
Please correct the following errors:

- Construction Type Required
- Email Required
- Phone Required
- Request Date Required
- Job Scope Required

**REQUEST INFORMATION**

E-Mail:	<input type="text" value="gdp@abacusdatagraphics.com"/>	Phone
Fax #:	<input type="text" value="1-403-346-7525"/>	
Project #:	<input type="text"/>	EWR

(example of error messages)



New Construction  Existing

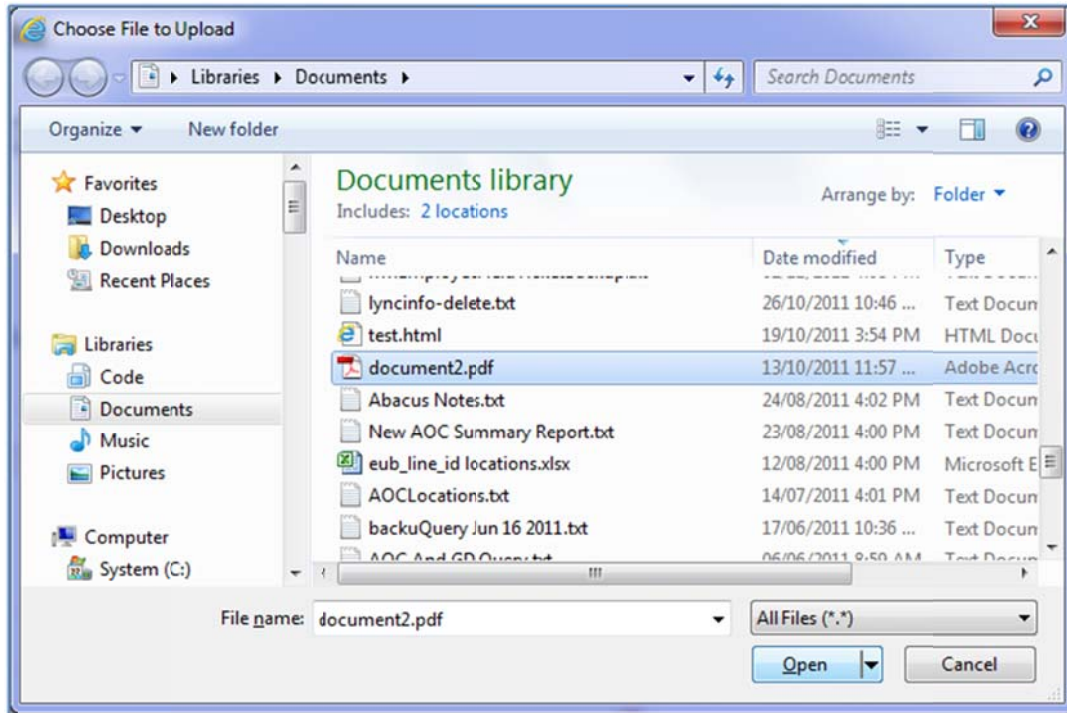
**ORIGINATOR USE ONLY**

Originator Name:	<input type="text" value="CHRIS HELMER"/>
E-Mail:	<input type="text"/>
Phone #:	<input type="text"/>
Fax #:	<input type="text"/>
Package Required Date:	<input type="text"/>
Auditor:	<input type="text"/>

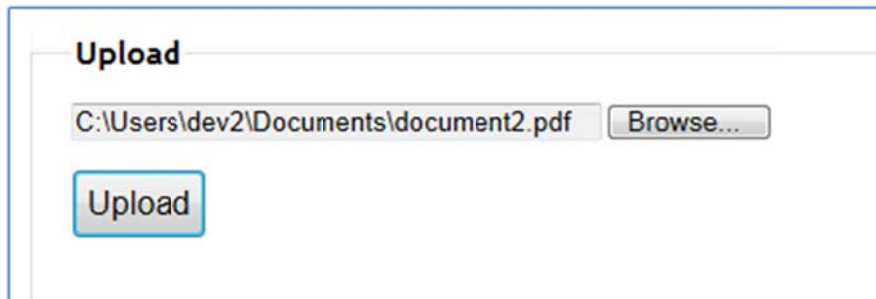
(example of highlighted error fields)

## Uploading Additional Files

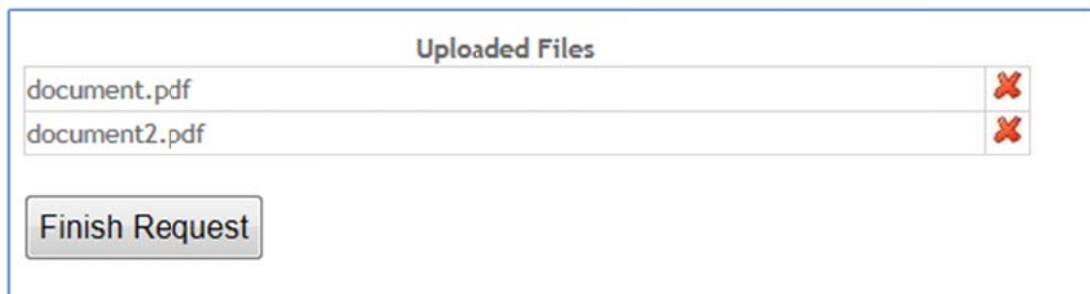
- If additional documents are required, you can upload them here, otherwise click **Finish Request**
- Click the **Browse** button to browse your computer to the required file, click on the file and click the Open button



- After selecting the location of selected file, click on the **Upload** button, to upload the file with the GD Request



- Repeat the above steps for additional documents to upload
- To remove/delete an attachment click on the **✘** button next the attachment to be removed



- When done uploading files, click the **Finish Request Button**



## View Requests

- Used to view past Ground Disturbance Web Requests & download GD Package

### Enter Search Criteria

Originator Name:  Originator Email:  Originator Phone:  Request Status:

Submitted Date:  Required Date:  Approver No:

Company:

Location:  LSD  NTS

EXT  LSD  SEC  TWP  RGE  WOF

### Request List

GD Web Request ID	Submit Date	Originator Name	Originator Email	Originator Phone	Date Required	Approver No.	Status	Cost	
133	26/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	30/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
132	26/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	29/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
131	26/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	29/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
130	26/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	29/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
128	19/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	22/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
121	17/12/2012	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	27/12/2012	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
120	17/12/2012	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	27/12/2012	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
119	14/12/2012	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	17/12/2012	22-9999999	Emered	N/A	<a href="#">Report Copy</a>
114	15/10/2012	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	16/10/2012	22-9999999	Invoiced	\$58.25	<a href="#">Report Copy</a>
113	15/10/2012	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	24/10/2012	22-9999999	Invoiced	\$188.75	<a href="#">Report Copy</a>

## Entering Search Criteria

- Used to easily search/filter through past requests and display the results to the screen
- After entering the search criteria click the search button to view the results
- \*Note: Only Contractors will see the Company Selection Box

### Enter Search Criteria

Originator Name:  Originator Email:  Originator Phone:  Request Status:

Submitted Date:  Required Date:  Approver No:

Company:

Location:  LSD  NTS

EXT  LSD  SEC  TWP  RGE  WOF

### Request List

GD Web Request ID	Submit Date	Originator Name	Originator Email	Originator Phone	Date Required	Approver No.	Status	Cost	
133	26/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	30/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
132	26/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	29/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
131	26/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	29/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>
130	26/03/2013	CHRIS HELMER	chrish@abacusdatagrphics.com	403-555-7847	29/03/2013	22-9999999	Submitted	N/A	<a href="#">Report Copy Delete</a>

## Request List

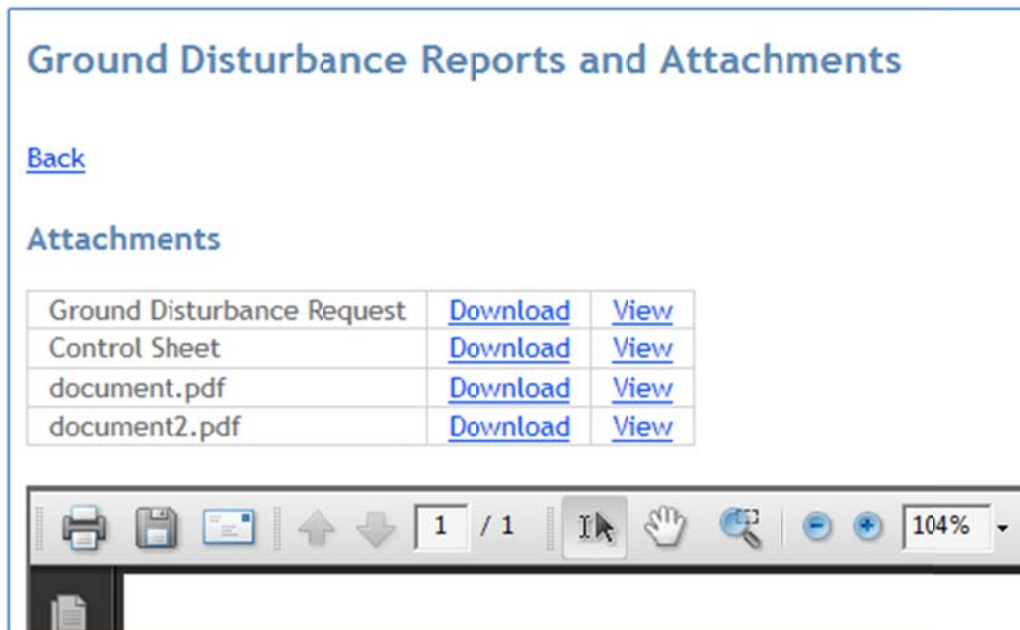
- Used to list Ground Disturbance requests
- Any newly submitted Ground Disturbance requests can be deleted before they are reviewed by Abacus, at this point they can no longer be deleted. If you wish to delete a request at this time please call Abacus Ground Disturbance at 1-403-346-7551
- If the request is less than 30 days old you will see the Report link on the right, after 30 days the request package is no longer valid.
- Report & Copy buttons: See below

## Copying a Request

- Used to save time when you have multiple similar requests, you can copy the details of one request into a new one
- Click **Copy** on the **View Requests** screen next to the request you wish to copy
- This information will pre-populate on the **Create Web Request** screen allowing you to easily modify an existing, but similar new request

## Reports

- Reports can be found after submitting a request, in the **Request List** (see above)
- The Ground Disturbance requests along with any attachments are displayed here, after Abacus has finished creating the GD package it will also be shown here(along with being emailed to the user)
- To download a file onto your PC click on the **Download** link, or to view it in your browser click **View**



## Contact Information

- Please contact Abacus Ground Disturbance for any questions/comments you may have
- Phone: 1-403-346-7551
- Fax: 1-403-346-7525
- E-Mail: [gdp@abacusdatagraphics.com](mailto:gdp@abacusdatagraphics.com)