

Texas Well Report Submission and Retrieval System (TWRSRS)

Change Driller Company Information

December 2016

The driller company information can be changed either before entering a new report, on a saved report, or on a submitted report. Use the appropriate procedures below for your situation. Must be done each time the drilling company for the report is different from the company for the previously submitted report.

Creating a **NEW** well or plugging report (before starting a new report):

1. Go to the Drillers List
2. Click the Edit button next to the driller
3. Make any necessary changes to the Driller Company Name and Company Address, click Save button
4. All NEW well and plugging reports will display the changed information

Editing a **SAVED** well or plugging report:

1. Go to the Drillers List
2. Click the Edit button next to the driller
3. Make any necessary changes to the Driller Company Name and Company Address, click Save button
4. Go to the Saved Well or Plugging Reports list
5. Click the Edit button next to the report
6. On the left menu click Change Driller
7. Select the same driller and click the Change Driller button
8. The updated company information is now attached to the report
9. On Driller Signature page, click View Draft Report to ensure the change was made
10. Submit the report

Amending a **SUBMITTED** well or plugging report:

1. Go to the Drillers List
2. Click the Edit button next to the driller
3. Make any necessary changes to the Driller Company Name and Company Address, click Save button
4. Go to the Submitted Well or Plugging Reports list
5. Click the Amend button next to the report
6. On the left menu click Change Driller
7. Select the same driller and click the Change Driller button
8. The updated company information is now attached to the report
9. On Driller Signature page, click View Draft Report to ensure the change was made
10. Submit the amendment