ONEPETRO USER GUIDE

This user guide does not comprehensively cover every feature offered on OnePetro but does provide the basic information needed to use the site for its primary purpose—finding and reading papers. If you have any questions about how to use OnePetro, please contact us using the information in the footer, or email <u>lib_subscribe@spe.org</u>. We are more than happy to serve you.

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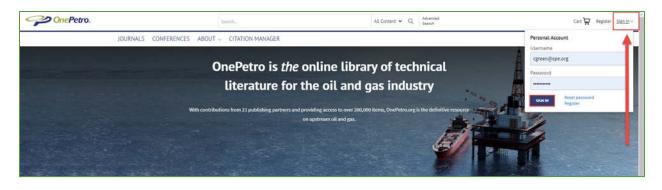
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SIGNING INTO YOUR ACCOUNT

- 1. Go to <u>OnePetro.org</u>.
- 2. In the upper-right corner, select Sign In.
- 3. Enter your username and password.

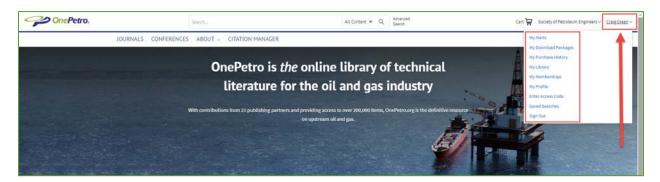
NOTE: Your username may *not* be identical to your email address. This is dependent upon what you entered as your username when registering your account.

- 4. If you are unable to remember your username or password, select Reset Password.
- 5. If you continue to experience an error, please contact <u>service@spe.org</u>.
- 6. Upon successful login, your name will display in the upper-right corner where the Sign In button was.



USER MENU GUIDE

1. In the upper-right corner, select your name to open the user menu.



2. To edit your account details, including username and password, select My Profile > Edit Profile.

My Account My Alerts	My Profile
My Download Packages My Purchase History	Username & Password
My Library	Username: cgreen@spe.org
My Memberships	Password: ********
My Profile	
Enter Access Code	General Info
Saved Searches	Name: Craig Green
	Email: cgreen@spe.org
	Edit Profile

3. To connect to a membership (SPE, ISRM, ARMA, SNAME), select **My Memberships.** Select the relevant society and enter your membership login credentials. All connected memberships will display at the bottom of the page.

My Account My Alerts My Download Packages My Purchase History My Library My Memberships My Profile Enter ocess Code Savec Searches	ACTIVATE MEMBERSHIPS Membership: SPE Tetra your SPE credentials. Usename: Cgreen@spe.org Password: UBMIT SUBMIT	
	Membership 🔶	Expires
	SPE	12/31/2021 12:00:00 AM

4. You may retrieve a receipt by selecting **My Purchase History**, and then selecting the hyperlink for the purchase.

My Account My Alerts My Download Packages	Purchase Histo	ry
My Purchase History	Date 💌	Title(s)
My Library My Meri berships My Prote	December 16, 2020	Annual Article Package – 25
Enter A cess Code Saved : earches		

5. Options to download, email, and print are listed.

My Account My Alerts My Download Packages My Purchase History My Library My Memberships My Profile Enter Access Code Saved Searches	Sack to Purchase History				
	Purchased From www.onepetro.org 222 Palisades Creek Drive Richardson, Tx. 75080 service@onepetro.org	Purchased By Purchase ID Full Name Purchase Date	9010286218 December 16, 2020		
	Item(s) Purchased				
	Annual Article Package – 25		Transaction Total	0.00	

6. To see the content which you have access to, select **My Library**. Conference proceedings and other collections will display underneath **Personal Subscriptions**. Individual paper purchases appear beneath **Downloads**.

My Account	My Library			
My Download Packages My Purchase History	PERSONAL SUBSCRIPTIONS			
My Library My Memberships	Product	Start Date	Expires	Î
My+ ofile Enter Access Code Saved Searches	15TWID Meeting	1/1/2015	12/31/2999	
	16DC Meeting	1/22/2016	12/31/2999	
•	16WRM Meeting	4/8/2016	12/31/2999	
	17ATCE Meeting	9/27/2017	12/31/2999	
	170TCB Meeting	10/6/2017	12/31/2999	
	17TWID Meeting	10/6/2017	12/31/2999	*
	DOWNLOADS			
	Product			Î
	A Risk-Based Approach for Well Integrity Management Over Long Term in a	CO2 Geological Storage Project		
	A Rotating Continuous Circulation Tool RCCT for Increasing Drilling Efficien	cy and Optimizing Borehole Clea	aning	

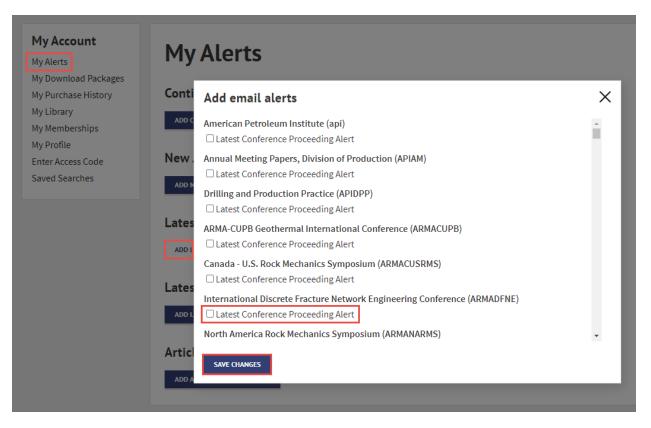
7. You can see the downloads remaining balance for any individual subscriptions by selecting **My Download Packages**.

llerts Download Packages Purchade History	My Download Packages Current Packages		
library Membe ships	Product	Downloads Credited	Balance
Profile er Accells Code ed Seal thes	Annual Article Package – 25	25	24

8. To redeem a conference proceedings access code, select **Enter Access Code** and complete all required fields.

Ny Account Ny Alert Ny Downoad Packages Ny Purchase History	Enter Access Code Have an access code? Enter it here to redeem a product.
ly Libra y ly Mem erships ly Profite nter Access Code aved Searches	Enter Access Code SUBMIT

9. Adjust your notification preferences for new content by selecting My Alerts > Add ... Alert > SAVE CHANGES.



10. Quickly access your saved searches or update your notification preferences by selecting Saved Searches.

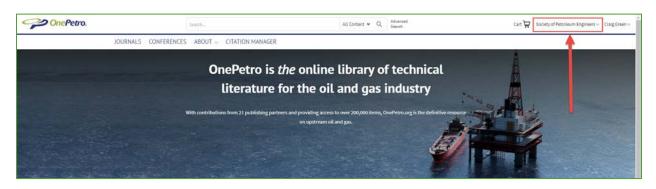
My Account My Alert My Down load Packages						
My Purchase History	Name		Date Created	Site	Email Alert	
My Libra y My Mem-erships My Prof	Oil fans	Rename	21 Dec 2020	OnePetro	No 🗸	Delete
Enter Access Code Saved Searches						

CONNECTING TO AN INSTITUTIONAL SUBSCRIPTION

Your institutional subscription access will now be provided through either whitelisted IP addresses, referrer URL, or both.

IP ADDRESS

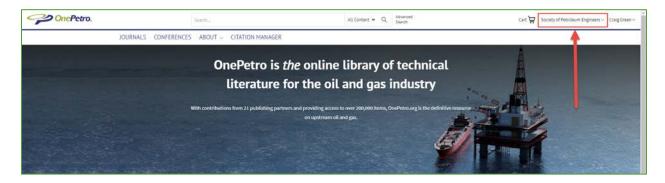
- 1. Whitelisted IP addresses are provided to the OnePetro team by your subscription administrator.
- 2. Our site automatically connects users on whitelisted IP addresses to the institutional subscription.
- 3. If you have successfully connected to the subscription, the institution name will display in the upper-right corner next to your name.



- 4. To determine your IP address, Google What is my IP?
- 5. If you would like to know what IP addresses have been whitelisted, please contact <u>service@spe.org</u> or your subscription administrator.

REFERRER URL

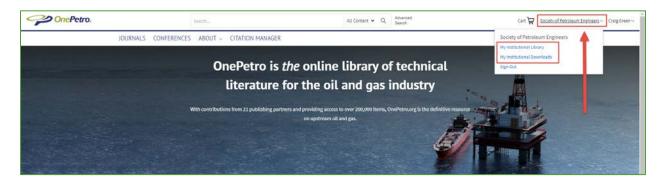
- 1. A referrer URL is a link to OnePetro embedded on a secure web page, typically your institution intranet, which grants access to the institutional subscription.
- 2. The web page on which the link is embedded has been set up by your subscription administrator.
- 3. Follow the link from the embedded page to OnePetro. If you have successfully connected to the subscription, the institution name will display in the upper-right corner next to your name.



4. If you would like to know the address of the secure web page, please contact <u>service@spe.org</u> or your subscription administrator.

INSTITUTION MENU GUIDE

1. In the upper-right corner, select your institution name to open the institution menu.



- 2. Your institution will either have a limited download subscription or an unlimited download subscription, which will affect the information displayed.
- 3. For unlimited subscriptions, you can see a full list of content collections included in your subscription by selecting **My Institutional Library** and then reviewing the **My Institutional Subscriptions** section.

My Account My Institutional Library My Institutional Downloads	My Institutional Library		
	Product	Start Date	End Date
	Society_IPTC_Unlimited	11/2/2020	11/3/2220
	Society_SPE_Unlimited	11/2/2020	11/3/2200
	Society_URTEC_Unlimited	11/2/2020	11/3/2220
	Downloads Claimed		
	Content	Start Date	Expiration Date

4. For limited download subscriptions, it is possible to see papers recently downloaded by other users by selecting **My Institutional Library** and reviewing the **Downloads Claimed** section. Papers listed are available for download without charging an additional credit through the expiry date.

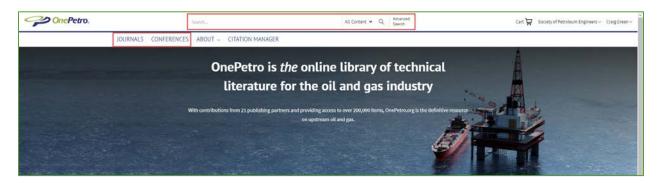
My Account My Institutional Library My Institutional Downloads	My Institutional Library						
	Product Start Date			End Date			
	Downloads Claimed						
	Content		Start Date	Expiration Date			
	An Artificial Intelligence-Based Nonlinear So	lver for Hydrocarbon Reservoir Simulation	12/23/2020	12/29/2020			

5. In **My Institutional Downloads**, limited download subscriptions will display the balance between remaining download credits and those initially purchased.

My Account My Institutional Library My Institutional Downloads	My Institutional Download Packages Current Packages				
	Package	Downloads Credited	Downloads Remaining	Expires	
	OnePetro Corporate Limited 250 Subscription	250	212	04/22/2021	

ACCESSING CONTENT

1. Search for a paper using the search bar at the top of the page or by using the conference and journal buttons.



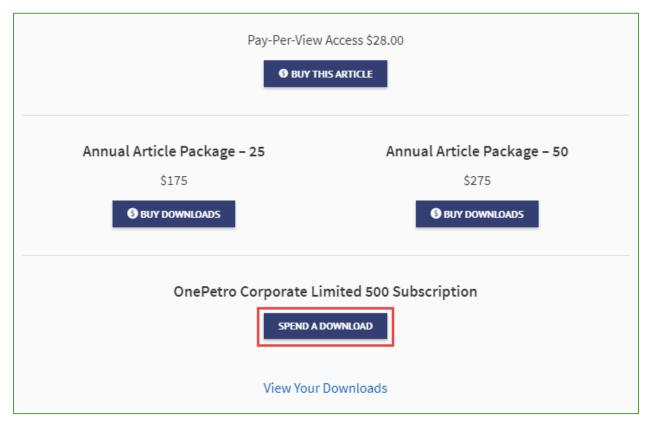
- 2. Papers displaying a green **v** are available for download. Papers displaying a black **\$** must be purchased or redeemed using a download credit.
- 3. Select a paper to view the abstract.

DRILLING AND WELL I					
Select All in S	ection Add to Cart	Add to Citation Manager	🕲 Download All in Section		
24 Years ron Golder Kristian Paper presented at Abstract ~			ber 2020. doi: https://doi.org/10.2118/200749-MS ation Manager		
		2	Radioisotope-Free LWD Formation		

4. At the top of the page will display information about the paper. Beneath will be options to generate a citation, a shareable link, and request permissions to use a figure, followed by the abstract.

Mathias Horstr	ion Imaging in (mann; Chandramani Shrivastar rkar; Mirza Baig Hassan; Sigurd	va; Jean-Michel Denichou; Gjertrud Ha	lset; Mauro Firinu; Federica Colombo;	
Paper presente	ed at the SPE Norway Subsurfa	ace Conference, Virtual, November 202	o.	
Paper Number	: SPE-200722-MS			
https://doi.org	/10.2118/200722-MS			
Published: Nov	vember 02 2020			
	ČČ Cite ∨	∝ Share ∨	© Get Permissions	

5. Beneath the abstract, at the bottom of the page are the procurement options. Select **SPEND A DOWNLOAD** to use a credit from your institutional or individual subscription.

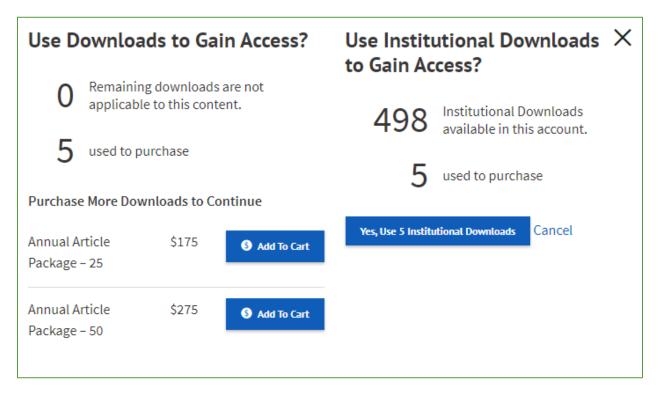


The other options include purchasing an individual subscription or purchasing the singular paper at either standard or membership pricing levels.

6. Additionally, on the search screen, the option to **Download All in Section** has been retained.

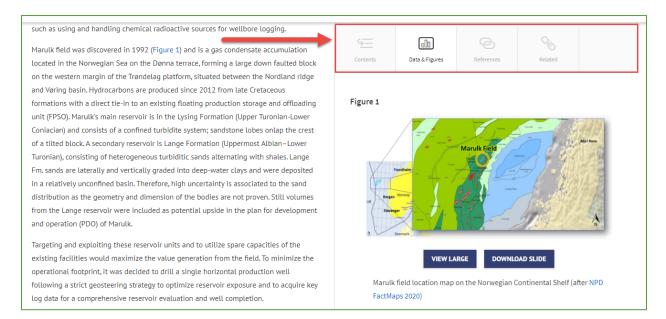
Select All in S	ection Add to Cart	Add to Citation Manager		🕲 Download All in Section
24 Years ⊘ Tron Golder Kristiar	isen	end Well Life in Subsid	5	- T
Abstract ∨	View Article	PDF Add to Citati	on Manager	
	nd Geosteerina	with a Green BHA - Ra	dioisotope-Free LW	D Formation

7. A pop-up will display presenting you with options if you do not already have access to all the papers in the section.



8. Once you have purchased the paper or redeemed it using a credit, you may read it. Most papers on OnePetro are available as downloadable PDFs; however, some papers may also be read online as flowable content. In the case of the latter, you may use the **Split-Screen** functionality to more easily compare the text of the paper with the figures and references.





9. Split-screen divides the page into two frames for an improved reading experience.

10. Flowable content is also much easier to read on mobile devices than a PDF file.

