

Ministry of Environment | Online Service Managing your Dashboard



For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail centre.inquiry@gov.sk.ca

The purpose of this guide is to help people become more familiar with the options available to manage their submissions on their dashboard. There is no known way to delete or remove submissions from your dashboard.

Login

Login using the following link:
<https://envrbrportal.crm.saskatchewan.ca/login/>

The email address and password will be the one you registered with.

If you have not registered, please refer to the **Registering as an Individual** user guide.

Click the **Sign-In** button once the information is filled in

Dashboard

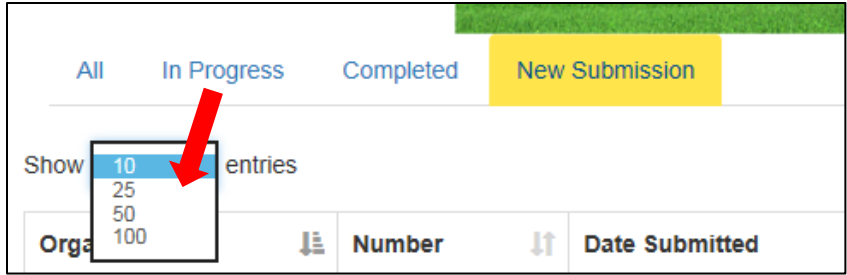
Once you are logged in, you will be routed to your dashboard. From there, you can sort the submissions on your dashboard by using the tabs along the top.

Tabs

- All
- In Progress
- Completed

There is no known way to delete or remove submissions from your dashboard.

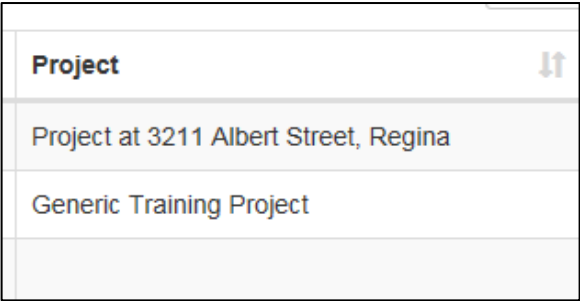
You can manage your dashboard by choosing how



many submissions appear on the page by selecting a quantity from the “Show ___ entries” drop down list

Organization	Number	Date Submitted	Date Completed	Application, Permit or Submission Description	Project	Status
John Doe Construction	10027907	06/07/2013		GDS - Other	Project at 3211 Albert Street, Regina	Submitted
John Doe Construction	10027906	06/07/2013		GDS - Other	Generic Training Project	Submitted

Another option to manage your dashboard would be to use the Project field.



To use the Project field, you will need to be a Project Administrator for the Organization.

This field will allow you to provide additional details to help determine which submissions belong to what project.

Example: A site address, a project file name, a project code, etc...

If you are a Project Administrator for the Organization, you can proceed to the following steps. The following steps are also located in the Portal User Guide “Project Administrator”.

Environment Business Services

Help

Select User Profile

Please select which identity you would like to assume for this session.
You can change this at a later time by selecting **Manage Business Profile** from the menu on the top right of any page within this application.

Individual (Myself)
 John Doe Construction - Organization Administrator
 John Doe Construction - Stakeholder Administrator
 John Doe Construction - Project Administrator

Select Identity

To use the Project field, you will need to be a Project Administrator for the Organization.

Creating a Project:

This section of the guide will explain how to create a project.

After you sign-in on the log-in page, you will select your user profile. Select "Project Administrator".

Click the radio button **Organization name – Project Administrator**.

Press the **Select Identity** button.

If you have never created a project, you will see a blank page.

Manage Projects

The following hierarchical list shows the projects that are currently associated with your organization. Project hierarchy can be modified by opening a project and changing the value of the Parent Project field.
To manage the details of a project simply click the name of the project. Disabling a project prevents users from creating any new associations to the project through the portal.
To show currently disabled projects, please uncheck the hide disabled records check box.

John Doe Construction

hide disabled records

Add New Project Return

Click the **Add New Project** button.

Project Management

Create Project

Use the form below to manage the details of your project. When you are finished, press the **Create** button at the bottom of the form to save the changes.

Name: *

Parent Project:

Description:

Project Management

Enter information in to the required fields (try to make the project name relevant to the submission you will append to it).

Enter the **Name** of the project

If you have several existing projects, you have the option to select a parent project to relate this project to.

Select the **Parent Project** from the Parent Project dropdown, if applicable. Provide a description of the project.

Click **Create** button, once all information has been entered.

Manage Projects

The following hierarchical list shows the projects that are currently associated with your organization. *Project* field.

To manage the details of a project simply click the name of the project. Disabling a project prevents u

To show currently disabled projects, please uncheck the *hide disabled records* check box.

John Doe Construction

- Project A (disable)

hide disabled records

Manage Projects

You will be taken back to the Manage Project page; you will notice we now have a project displayed on this page.



Relating a Project to a Submission

Select the **Manage Business Profile** button in the top right of the page, it will take you back to the Select Identity page.

Once a project has been created, anybody within the organization can relate a submission to it.

Select User Profile

Please select which identity you would like to assume for this session.

You can change this at a later time by selecting **Manage Business Profile** from the menu on the top right of any page within this application.

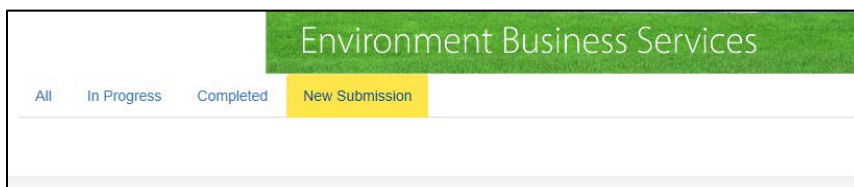
- Individual (Myself)
- John Doe Construction - Organization Administrator
- John Doe Construction - Stakeholder Administrator
- John Doe Construction - Project Administrator
- John Doe Construction - Employee

[Select Identity](#)

Select User Profile

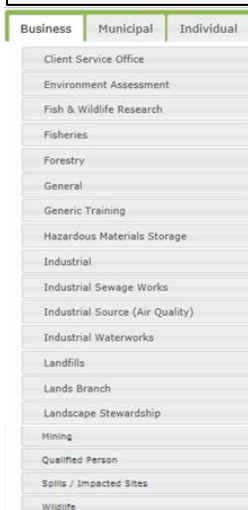
Click the radio button **Organization name – Employee**

Click **Select Identity**



New Submission

Click **New Submission** button



Select the relevant submission type from the list. You will then choose from a secondary list that will drop down.

Identify Project

Proceed through application until the **Identify Project** page

Select the project you had previously created from the drop down menu.

Click **Next** to continue with finishing the application.

Organisation	Number	Date Submitted	Date Completed	Application, Permit or Submission Description	Project	Status
Jiffa Oor Construction	10027393	08/22/2018		GDS - Other	Project A	Submitted

Once the submission is complete you will see your submission on the dashboard, with the project name. You can organize submissions by project name by pressing either the up or down arrow in that column.