# Ministry of Environment | Online Service
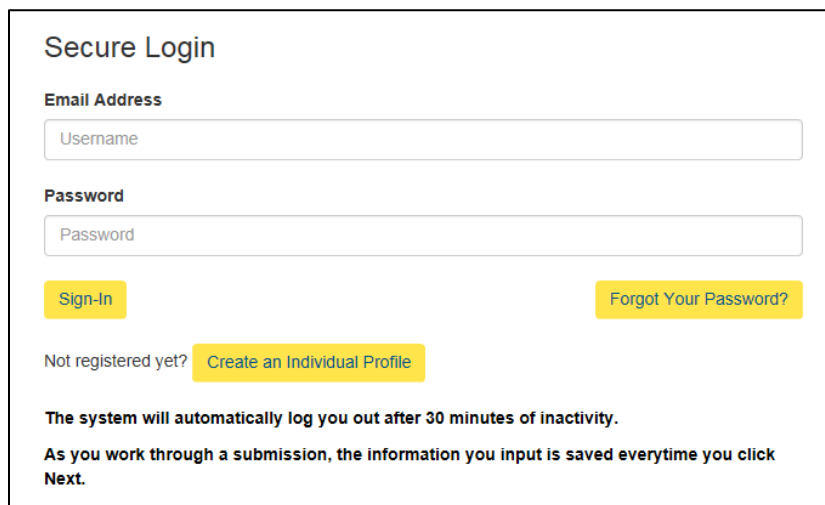# Project Administrator

Saskatchewan

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

**Note:** This guide is only for people with the Project Administrator role.

The purpose of this guide is to help people become more familiar with the options available with the Project Administrator role. It will show you how to manage submissions by creating different projects. The Project Administrator is responsible for the management and upkeep of projects within the organization. The Project Administrator can add or disable projects within their organization.

## Secure Login

**Email Address**

Username

**Password**

Password

Sign-In                              Forgot Your Password?

Not registered yet?   Create an Individual Profile

**The system will automatically log you out after 30 minutes of inactivity.**

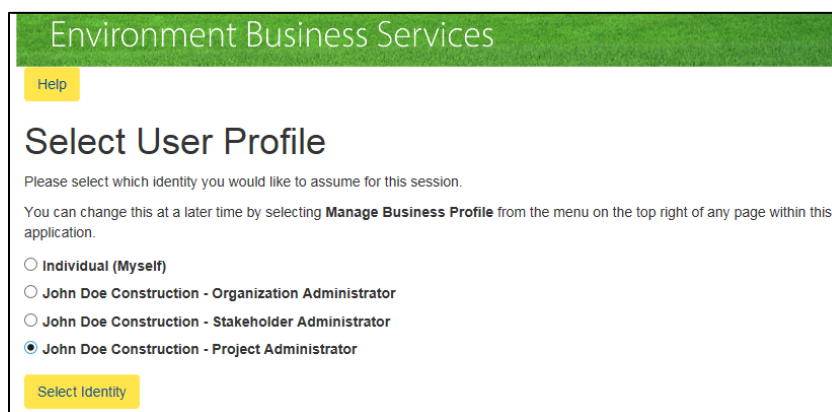**As you work through a submission, the information you input is saved everytime you click Next.**

## 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

## Creating a Project:
This section of the guide will explain how to create a project.

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.

## 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.
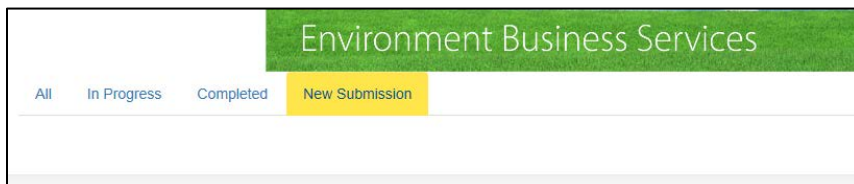
○ **Individual (Myself)**
○ **John Doe Construction - Organization Administrator**
○ **John Doe Construction - Stakeholder Administrator**
● **John Doe Construction - Project Administrator**

Select Identity

## 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.

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## 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: [No Parent Project ▼]

Description:
[_____]

[Create] [Return]

### 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.

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## 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

[Add New Project] [Return]

### 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

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.



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.