

Industry Tip

Work Items for Disposition Acquisition Applicants

Date	Module/Application/Functionality	Notes
October 6, 2021	Petroleum Tenure Module	Initial Release

Background

Another enhancement to disposition applications has been added, to send *Work Items* to the applicant to advise them of missing or incorrect required documents on their application submission. This new feature is meant to provide an opportunity for Industry to correct their application documents, via a *Work Item*, to avoid having their application denied.

If Ministry has sent the applicant a *Work Item*, the applicant will receive an IRIS *Notification*. Users must subscribe to this new *Notification* before they are able to receive them. To subscribe:

1. Log into IRIS and go to *Support > Tools > Notifications > Notification Preferences*;
2. Scroll to the bottom of the screen and click on the *Edit Notification Preferences* button;
3. Scroll to the Single User / Shared / Work Item section and select *Online* or *Online and Email* from the radio buttons beside the *Work Item Withdrawn*;
4. Scroll to the Organization Subscribers / Shared / Work Item section and select *Online* or *Online and Email* from the radio buttons beside the *Work Item Created with Due Date*;
5. Scroll to the bottom of the screen and click on the *Save* button.

When Ministry has created a *Work Item* for the applicant, the *Notification* for it will appear in the applicant's *Notification Search* results. The subject line will include the *Work Item Number* and the *Type* will describe that it is an *Industry Work Item Created With Due Date*.



Category	Type	Notification#	Subject	Create Date	Classification	Detail
Work Item	Industry Work Item Created with Due Date	482674	Work Item Number 279826 created.	2021-09-17	Informational	View
Work Item	Industry Work Item Created with Due Date	482677	Work Item Number 279840 created.	2021-09-17	Informational	View
Work Item	Industry Work Item Created with Due Date	482678	Work Item Number 279841 created.	2021-09-17	Informational	View
Work Item	Industry Work Item Created with Due Date	482753	Work Item Number 279848 created.	2021-09-20	Informational	View

After subscribing, to locate and view these *Notifications*:

1. Go to *Quick Search > Notifications*;
2. On the *Common Searches* tab, click on the *My Notifications in past 30 days* link. The screen will reload with notification search results;
3. Click on the *View* link in the Details column. The *Notification Details* will open.

The *Notification Details* will include the *Work Item Number* that was created as well as a link to the *Work Item*. There will also be a description including a Due Date which the *Work Item* must be completed by. If the *Work Item* is not completed by the applicant before the Due Date, the *Work Item* will be closed and the application will be denied.

The screenshot shows a window titled "Notification # 482674 Details". It contains the following information:

- Notification #**: 482674
- Created**: 2021-09-17 14:48:18
- Type**: Industry Work Item Created with Due Date
- Reference ID**: Work Item Number:279826
- Category**: Work Item
- Classification**: Informational
- Subject**: Work Item Number 279826 created.
- Message**: The following [Work Item](#) has been created.

Work Item:	279826
Type:	Application – Attachment Update
Description:	Disposition Application Lease of Space - 204854
Change Initiated by:	jeM_PT_Petlands@gov.sk.ca

This Work Item must be completed by 2021-09-19. If it is not completed by 2021-09-19 the Work item will be closed and the application will be denied.

For more information please view [My Work Items](#)
- Recipients**: 1

A "Close" button is located at the bottom right of the window.

There are two ways to start the *Work Item*. The *Work Item* link can be clicked within the *Notification* or the *Work Item* can be searched through the *Work Item Search* screen. To start the *Work Item* from the *Notification*:

1. Click on the *Work Item* hyperlink within the *Notification Details*. A new screen will be displayed with the *Work Item Details*;

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Work Item: Disposition Application Helium Lease - 204981

Current Work Item

Work Item Number: 280010 | Type: Application - Attachment Update | Status: Incomplete | Assigned User: [Redacted] | [Reassign \(see history\)](#) ([view detail in new window](#))

Work Item

Request Note: update

Comment: [Empty text area]

Attachments

[Confidential Help](#)

File *	Document Type *	Is Confidential	Comments	Date *
program test.xlsx	Helium Lease Plan	<input type="checkbox"/>		2021-09-22 10:27:33

Complete

Helium Lease #204981 [Submitted(Under Review)]

Submission Notifications

Submission Number: 204981

Status: Non Routine / Submitted (Under Review)

Type: Helium Lease

Created Date: 2021-09-22 09:18:03

Created By BA ID: [Redacted]

Created By User: [Redacted]

Submitted Date: 2021-09-22 10:27:33

- The *Request Note* field on the screen will have a message from the Ministry user who created the *Work Item*. The applicant should read this description for instructions on what information Ministry is asking for. This will likely be a request to attach a corrected document, such as a *Helium Permit Plan* or a *Helium Permit Program*. The *Attachments* section will have the document(s) that were attached to the application for reference;
- Click on the blue edit pencil in the *Attachments* section.

Attachments

[Confidential Help](#)

File *	Document Type *
program test.xlsx	Helium Lease Plan

The *Edit Associated Documents* window will open. Here, the applicant can delete the document that is already attached if it is incorrect, and they can attach new corrected documents;

- Click on the *Add an Associated Document* button. Window opens to allow user to select a document to upload. Click on the document name and then click on the *Attach Files* button;
- Click the dropdown menu under *Document Type* to identify the type of document being attached. A comment about the file can be entered in the *Comment* field;
- To remove an attachment click the X found on the far right side of the attached document row;
- When done adding and deleting documents, click the *Save* button.

To start the *Work Item* from the *Work Item Search* Screen:

1. Log into IRIS and go to *Quick Search > My Work Items*;
2. On the *My Work Items* screen find the *Work Item* number that was identified in the Message section of the notification;
3. Click on the *Start* or *Start in New Window* to open the *Work Item*;
4. A new screen will be displayed with the *Work Item Details*, showing tabs for *Main, Related work Items, Associated Entities, Notifications and Attachments*;
5. Complete the *Work Item* as noted above (steps 2 thru 7).

Once the *Work Item* is completed, Ministry will receive a *Notification of Work Item* completion and will review the documents attached in the *Work Item*, continue to process the application and determine if the application can be approved or denied.

Questions?

If you require more information related to implemented functionality, contact the ER Service Desk at 1-855-219-9373 or ER.ServiceDesk@gov.sk.ca.