

Industry Tip

Streamlining Disposition Acquisition Submissions

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

Background

Multiple disposition acquisition applications have been modified to streamline the time it takes IRIS to perform the mineral ownership, land review item and overlaps checks during application submission. Up until the IRIS 8.3 Release, there has been a known issue where IRIS was sometimes timing out during submission when trying to run these checks against applications with large amounts of lands. This streamlining feature was implemented to address this issue as well as provide better efficiency for applicants.

The following application types have been modified with these new streamlining features:

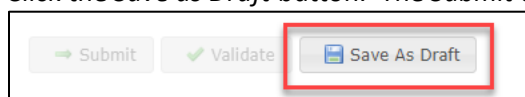
- *Helium Exploratory Permit*
- *Helium Lease*
- *Lease of Space*
- *Negotiated Substance*

When creating one of these applications, the main functionality will remain the same. The key change to note is that the *Submit* and *Validate* buttons at the bottom of the application screen will be greyed out at first. After the applicant adds contact information, lands and any required associated documents, the *Save As Draft* button at the bottom of the application screen will have to be clicked. Once the *Save As Draft* button has been clicked, then the *Validate* and *Submit* buttons become available for use.

Please note, after clicking the *Save as Draft* button, if there is a need to change (add or remove) one or more pieces of land or to change one of the documents attached, the *Save As Draft* button will have to be clicked again before clicking on the *Submit* button.

Below is an example of steps to follow when making a Helium Exploratory permit application:

1. Log into IRIS and go to *Applications > Tenure Acquisition > Non-Advertised > Helium Exploratory Permit*;
2. Complete all mandatory fields on the *General* tab;
3. Add the *Land information* on the *Land* tab;
4. Attach the required documents on the *Additional Information* tab;
5. Click the *Save as Draft* button. The *Submit* and *Validate* buttons will be greyed out;



6. A 'Disposition Application saved as draft' message will pop up when complete;

7. If making changes to any of the information, the *Save as Draft* button must be clicked again to ensure that the changes are saved;
8. Click the *Validate* button;
9. When ready to submit the application click the *Submit* button. A message will pop up reminding you to click the *Save As Draft* button before submitting. If you are unsure if the *Save As Draft* button was clicked, you can click the *Cancel* button on the pop up and then go back and click the *Save As Draft* button, otherwise click *Confirm* to submit your application.

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.