Saskatchewan

Integrated Resource Information System (IRIS)

Industry Tip

Reporting Facility Obligations - Permission Sets and Notification Preferences

Date	Module/Application/Functionality	Notes
January 25, 2022	Reporting Facility Obligation Permission sets and Notifications	Setting up the Permission sets and Receiving Reporting Facility Notifications

Setting Reporting Facility Obligation Permissions and Notification Preferences

Background

The Reporting Facility Obligation project went live on December 16, 2020. Training was provided to Industry on December 9, 2020. This tip is being sent out to remind Industry on how to prepare for Reporting Facility Obligations.

As part of the Reporting Facility Obligation project, Industry will now be able to set permissions and preferences to receive notifications of the creation and maintenance of reporting facility obligations. Information Management's Facility Data and Compliance and Measurement and Compliance units use the Reporting Facility Obligation functionality in IRIS to advise Business Assoicates (BA) of reporting reviews, which replaced the former way of emailing out the reviews.
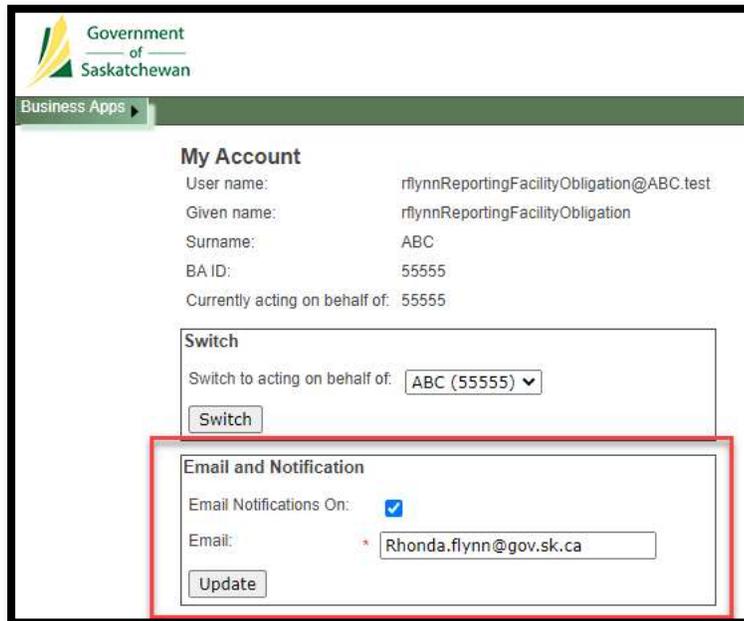
Process

Reporting Facility Obligation Permission Settings:

- An IRIS user must be granted the correct permission sets in order to view or fulfill an obligation.
- These permission set can be assigned by the BA's Security Administrator (SA).
- If you do not know who your BA's Security Administrator is contact your supervisor or the ER Service Desk at er.servicedesk@gov.sk.ca.
- The new Permission sets required are:
    o I.RF.Obligation.Notification
    o I.RF.Obligation.Submit
    o I.INF.ReportingFacility.Maintain
- Without these permissions a User will not be able to view or fulfill an obligation.

Email Notifications:

- The first time a user signs into IRIS they will need to verify that their account has been set to receive Emails and Notifications.
    - Click on *My Account* in the top right corner of the screen.
- In the Email and Notification Box verify that:
    - The Email Notification On: Check box, has a check mark.
    - The Email: Has your current valid email address.
- Select the Business App in the top left hand side and select IRIS to return you to the IRIS Home Page.

Notification Preferences:

- **Online** - Notification will be delivered via a widget in the top right corner of the screen, below your account information when logged in.
- **Online and Email** - notification will be delivered both via the IRIS widget, and to the email address provided in *My Account*.
- **None** - choose this option to unsubscribe from the notification in question.

To set notification preferences follow the steps below:

1. Log into IRIS and select **Support**.
2. Under Notifications select **Notification Preferences**
3. The **Notification Preferences** window will open.
4. Select the **Edit Notification Preferences** button at the bottom of the page.
5. Under the Organization Subscribers section locate the **Reporting Facility.**
6. Select either **Online or Online and Email** option. (Online and Email is recommended)
7. Select the **Save** button.

(Please be sure to have the Work Item preferences set as well.)

Historical Industry Training Session presentation and FAQ:

For additional information please go to the Saskatchewan.ca website and navigate to the following: Home > Business and Industry > Agriculture, Natural Resources and Industry > Oil and Gas > Oil and Gas Licensing and Operations > Integrated Resource Information System (IRIS)
- Select #6 Further Information
- Select IRIS Industry Tips > 2020 Industry Tips

Or follow the link below to get you to the 2020 Industry Tips:
https://publications.saskatchewan.ca/#/categories/5185

Here you will find two documents named:
OME Reporting Facility Obligations-Industry
- This document is a copy of the on-line Industry training presentation held December 09, 2020.

Project and Reporting Facility Obligations - FAQ
- The purpose of this FAQ is to assist users to find answers to their questions about Project Obligations and Reporting Facility Obligations, and general questions that apply to all.

IRIS User Learning Centre can be found at:

https://training.saskatchewan.ca/EnergyAndResources/pipeline-navigation/index.htmll

Questions please contact ?
ER Service Desk
Phone: 1-855-219-9373
Email: ER.Servicedesk@gov.sk.ca