

Industry Tip

Well Licence Applicant Information Request Work Item

| Date | Module/Application/Functionality | Notes |
|-------------------|--|--------------|
| December 11, 2018 | Well and Facility Infrastructure, Work Items | 5.16 Release |

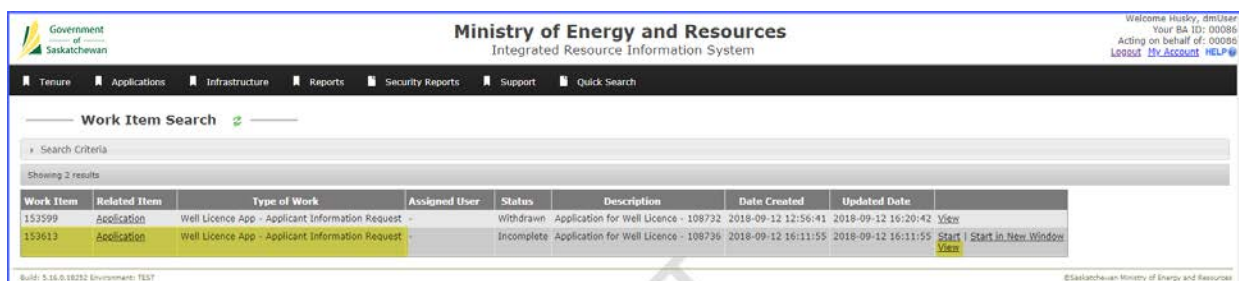
The Government of Saskatchewan has enhanced the Well Licence Application process to allow Industry to update or add attachments to their application if required by the reviewer. With this added functionality if something is missing or incorrect Industry has the ability to make the correction before the application is denied. The Industry Work Item will only be available for one week after is created. If Industry does not complete the Work Item prior to the deadline, the application will be denied.

If you would like to utilize this functionality you must have the following permission sets:

- I.INF.LicenceApplications.Administrator; and
- I.INF.LicenceApplications.Applicant

Steps

1. From IRIS's main menu, navigate to 'Quick Search'. Select 'Work Items'.
2. Click on the 'Common Searches' tab, and then click 'Unassigned, where I have permission' to access your work items.
3. Look for Work Item Type 'Well Licence App – Applicant Information Request'



The screenshot shows the 'Work Item Search' interface in the IRIS system. It includes a search criteria bar and a table of results. The table has columns for Work Item, Related Item, Type of Work, Assigned User, Status, Description, Date Created, and Updated Date. Two work items are listed: one with ID 153599 (Application) and one with ID 153613 (Application). The second item is highlighted in yellow.

| Work Item | Related Item | Type of Work | Assigned User | Status | Description | Date Created | Updated Date | |
|-----------|--------------|--|---------------|------------|---------------------------------------|---------------------|---------------------|---|
| 153599 | Application | Well Licence App - Applicant Information Request | - | Withdrawn | Application for Well Licence - 108732 | 2018-09-12 12:56:41 | 2018-09-12 16:20:42 | View |
| 153613 | Application | Well Licence App - Applicant Information Request | - | Incomplete | Application for Well Licence - 108736 | 2018-09-12 16:11:55 | 2018-09-12 16:11:55 | Start Start in New Window |

4. Choose the work item you wish to complete, and click 'View,' 'Start' or 'Start in New Window'.

- ❗ Tip: Once you've started the work item, no other user is able to pick it up. However, the work item can be reassigned to another user.
- ❗ Note: On the 'Main' tab of the Work Item there is an 'Action Required By' date. If the work item is not complete before this date, the work item will be closed and the well licence application will be denied.

Government of Saskatchewan
Ministry of Energy and Resources
Integrated Resource Information System

Welcome Husky, dmUser - Your BA ID: 00088
Acting on behalf of: 00088
Logout My Account HELP

Tenure Applications Infrastructure Reports Security Reports Support Quick Search

Work Item: Application for Well Licence - 108736

Current Work Item

Work Item Number: 153613 Type: Well Licence App - Applicant Information Request Status: Incomplete Assigned User: Start Reassign (see history)

Main Application Related Work Items Notifications Attachments

Description: Application for Well Licence - 108736 Status: Incomplete
 Related to: Application - 108736 Last Updated: 2018-09-12 16:11:55
 Business Process Type: Date Created: 2018-09-12 16:11:55
 Parent Work Item: 153602 Business Associate: 00088 - HUSKY OIL OPERATIONS LIMITED

Action Required By: 2018-09-20

Request Reason: Child Work Item from Approve Well Licence work Item - TFS 7723 UAT Industry to add attachment
 Created By: hidden
 Last Modified By: hidden
 Last Modified Date: 2018-09-12 16:11:55

Reassign User

Work Item Number: 153613
 Assigned to BA: 00088 - HUSKY OIL OPERATIONS LIMITED
 Description: Application for Well Licence - 108736
 Assigned to User: dmWllLicenceApplications@Husky.test
 Discard Changes Save

Build: 5.18.0-18252 Environment: TEST ©Saskatchewan Ministry of Energy and Resources

- Click on the 'Attachments' tab to view and update the requested document.
- Once you're done reviewing and updating the attachments click Save.
- Click on 'Complete' to notify the Ministry that the work item is reviewed and completed.

Questions?

If you have any questions or concerns, contact ER Service desk at 1-855-219-9373 or

Er.servicedesk@gov.sk.ca