Electronic Assignments Procedures guide

August 2009



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1 INTRODUCTION

1.1 What are Electronic Assignments?

- The electronic assignments program facilitates the electronic assignment of surface dispositions issued under the *Public Lands Act* within the province of Alberta. Electronic assignments encompass all transactions, documents, and data exchanges associated with the assignment of the disposition holder's interest in the surface disposition to another party.
- The electronic assignment Life cycle is the assignment of registered interest in the Public Land Surface Dispositions handled electronically using a web interface.
- The processes are:
 - o Registration of Industry clients as an Electronic Transfer System (ETS) client
 - o Designation of sign-on authorizations within own company
 - Identification of dispositions to be assigned
 - Preparation of electronic assignment requests
 - o Concurrence by all clients involved in the assignment process
 - Submission of assignment documents to Sustainable Resource Development for review and approval or rejection
 - Electronic notification will be generated by ETS for the approval, rejection, or cancellation of a request. In the case of an approval, a Memorandum of Registration (MOR) will be available electronically to the client(s) involved in the assignment
- This program does not include the partial assignment of surface dispositions.

2 OVERVIEW

The ETS will be used to process assignment of registered interest in Public Land surface dispositions.

ETS-Electronic Transfer System is accessed through the Alberta website at https://www.alberta.ca/Electronic-transfer-system.aspx

The electronic assignments program is one of many programs that ETS handles. It can also be used for accessing and conveying information for a number of different applications, such as Land Searches or e-Transfers. For further details please see the ETS Overview document under Account Administration in ETS Support and Online Learning.

Alberta Search. Alberta.ca > Energy Home > Alberta Online Learning Accounts (ETS) Administration ETS Support and Online Learning Agreement Management This collection of forms, training, presentations and guides are available to h Air clients understand and conduct their businesses with the Alberta governmer Assignments Spotlight Crown Mineral Activity and Wells You no longer need a login id and password to access the training portal. Freehold Mintax Look for these icons to guide your learning: Interactive Map Land Searches This icon represents a PowerPoint presentation. ŕ. Mineral Direct Purchase Mineral Royalty Form This icon represents a PDF file that can be saved or printed. ₿ Submission Offsets Oil Sands This icon represents a video. **.**.. **PNG** Continuation Registration of Encumbrances Sales Recently Modified Courses Technology Innovation and Emissions Security Notice, Assignment of Security Interest and Discharge of Security Notice Reduction Registration of Encumbrances Transfers Encumbrance Overview Unit Agreements and Registration of Encumbrances

3 GETTING STARTED

3.1 New Client or Existing Client?

- Go to website https://www.alberta.ca/Electronic-transfer-system.aspx
- Click on ETS icon

Introduction

The Electronic Transfer System (ETS) provides secure business access for account holders, services of ETS are outlined in ETS support and online learning [2].

ETS supports the latest version of the following browsers:

- Internet Explorer
- Chrome
- Firefox
- Microsoft Edge

Accessing ETS



A password is required for this system. The Primary Administrator and the Backup Administrator have a critical role, they are responsible for setting up access and managing the security for all their users on <u>ETS</u>, including passwords. Please note – Crown Land Data is only authorized to work with the Primary Administrator or the Backup Administrator.

4 LOGGING IN

User Name - When you click on the ETS link you will be prompted for a User Name. This field corresponds to the Account Id (e.g. EN0001).

Password - You will be prompted to insert your password.

Login - Once you have correctly inserted your login Id and password, click on the Login button.

You will now be able to access the options that your ETS Account Id has been authorized for.

For further details regarding user name and passwords please refer to client account manual and handbook in ETS Support and Online Learning.

	Alberta
Elect	ronic Transfer System
User Name:	
Password:	
AICPA SOC Des register de	Save my user name Login Forgot Password/Reset Password
New Site Rehabilitati SRP participants click on New User Reg For more information or business support • Toll free number 833-680-9083 • Local extension for toll free num • Email Energy.SRP@gov.ab.ca	istration (Chrome/Firefox) to create your SRP account. ort please contact:
Support: Report problems or question	s to Crown Land Data at (780) 644-2300 EXT #4
ETS may be unavailable due to system	maintenance on Friday after 4:30 p.m. until 6:00 p.m. Sunday.
If you require support with existing ETS ETSAccountSetup@gov.ab.ca.	accounts or setting up a new account, please contact
If you require technical support with ET	S, please contact ETS@gov.ab.ca.
	available during business hours, so it is important to ensure the data timeframe: 8:15 AM - 4:30 PM Monday to Friday.
Bulletin	
SRP - Grant Applicati	ons - NOTICE
respond back to applicants within the s	applications to the program, the department may not be able to tated processing time of five business days. Staff are working a timely manner. Thank you for your interest and patience.
Last Update May 1, 2020 at 6:30 PM	

5 ETS OPTIONS

The ETS menu on the left side of your screen outlines the menu options available to you when you first log into the ETS system.

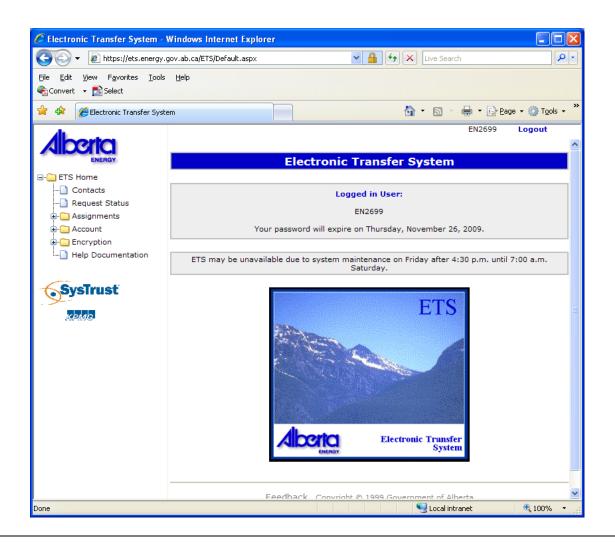
Note: Only those options signed up to the user will be displayed. (e.g. Assignments)

You may expand the Assignments menu by clicking on the 🖻 symbol.

6 ASSIGNMENTS

Full – Allows you to create an assignment.

Work in Progress – Allows you to view the status and details of an existing assignment request.



7 INITIATE ASSIGNMENT

7.1 Search Activities

To search activities, click the Assignments link then click Full under the ETS menu.

	Assignment Request	
		Assignment Rule
Activity		
	Search	
	Save	

Search - Click the Search Button to open Search Activities Screen

7.2 Search Options

Users will be able to search for activities by: Activity Type and Number, Client Id, Land, or inserting an existing list under Use Input File.

Valid Activity Types are: LOC, EZE, MSL, PLA, PIL, VCE.

	Search	Activities
Search by Activity Type Number	Search by Client Id Client Id	Search by Land M RGE TWP SEC QS From:
	Search R	Close
Use Input File		Browse Submit

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You may search by one or all of the above options.

Selection of multiple options will refine your search criteria.

The initial screen will provide capacity for 10 activity numbers.

More Activities - Clicking on will display 10 more rows of activity type and number boxes.

Search by Activity - You may enter up to 1000 activities in the Search by Activity option.

7.2.1 Search By Activity

For an exact match, insert the 3-letter activity type and the activity number in the text field.

Note: The 3 letter type may be left blank; however, if there is more than one activity type with that number, the search results will display all agreement types matching that number.

Activity Type Code Table - Click on Activity Type Code Table for a complete listing of all activity type codes. This option provides you with a drop down list of all of the activity types.

7.2.2 Search By Client ID

Insert the 7 digit Land Status Automated System (LSAS) Client Id and the 3-digit Client Address Id. i.e.8029377-001

8029377 is the 7 digit client Id for Company A 001 is the 3-digit client address Id for Company A

Find Client: If you do not know the Client Id, click this icon. This takes you to the Find Client screen, which provides search functionality for client name or client Id.

7.2.3 Search By Land

You may search for agreements within a specified location by identifying

- Meridian (M),
- Range (Rge),
- Township (Twp),
- Section (Sec), and
- Quarter Sections (QS), or, within a range of land keys.

All fields, *except* for the QS field are mandatory.

You MUST enter a land description in both the From and To fields.

Note: Searching by lands will take longer than searching by either of the previous search options especially if you choose to search a large area.

You may search across multiple ranges or multiple townships or multiple sections, but you may **NOT** search across multiple Meridians.

The Search by Land key searches from the North West co-ordinate to the South East coordinate of the land keys provided and searches within the squared off boundaries of these land keys.

7.2.4 Use Input File:

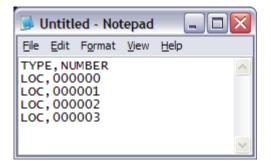
If you have utilized your in-house system to create a listing of activities to be assigned, you may import your file into the Search screen.

You may insert up to 1000 activities.

The imported file must be in a pre-defined format, as per the following criteria:

- a header line of "TYPE,NUMBER" without the quotations
- 3-letter activity type, a comma, and activity number for the remaining lines

Here's an example:



Note: Saving your file in a text format using Notepad will create the proper file format.

Browse - Use the button to locate and insert your file from your stored location.

Submit - Click on to insert your query into the Search by Activity option

Search - Opens activities found based on the search criteria entered

Reset - Clears screen of all entered information

Close - Closes screen

7.3 Find Client

The Find Client screen allows the user to find a client either by specifying a name or client id. Click the drop down menu to change from Client ID to Client Name.

The results will only display clients that are ACTIVE and the client type is SURFACE or BOTH.

Find Client				
ClientName	share all	d		
Client ID	Client Name	ETS Acct	Address	
004-9024 001	SHARE ALL FARMS LTD.	Yes	SECRETARY TREASURER PO BOX 38 MARWAYNE AB TOB 2X0	Select
Select Blan	k	Close		

Client ID - Displays a list of client id's that match your selection criteria.

Client Name - Displays the corresponding client's name in LSAS. (4 characters min)

Select Blank - Returns to previous screen without a selection

ETS Account - YES or NO indicates if the client has an ETS account. If the client you select does NOT have an ETS account, he cannot access ETS. Contact that specific client to obtain an ETS Account. (*See ETS Account Set Up/Change Form*).

Close - Closes screen

Address - Displays the Official Service Address according to the Records of the Dept. for each client.

Select - Click here to select the client involved in the transfer. This action will populate the Client ID into the initial Search Activities screen.

Note: Only agreements for the client selected here will be displayed on the search agreement screen. If a client has multiple client ids, it is important that you select the entire client Ids to ensure an accurate search is obtained.

7.4 Activities Found

Activities Found screen displays all the activities found in ascending Activity Type and Activity Number order.

Any Activity that is not valid for the electronic Assignment will be shown as Invalid Activity at the top of the screen under a warning heading. At the bottom of the screen it will display the number of activities found based on the search criteria entered.

	Activities Found		
	L ₆		
Activity	Service Address	Pending	Land
+ 🗌 LOC 000767	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-10-078
+ 🗌 LOC 010155	008-0327 002 ANADARKO CANADA CORPORATION	NO	4-24-092
+ 🗌 LOC 010724	008-0327 002 ANADARKO CANADA CORPORATION	NO	5-22-058
+ 🔲 LOC 011194	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-11-077
+ 🗌 LOC 011238	008-0327 002 ANADARKO CANADA CORPORATION	YES	5-23-056
+ 🔲 LOC 011239	008-0327 002 ANADARKO CANADA CORPORATION	NO	5-23-056
+ 🗌 LOC 011259	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-11-077
+ 🔲 LOC 011531	008-0327 002 ANADARKO CANADA CORPORATION	NO	5-22-056
+ 🗌 LOC 011555	008-0327 002 ANADARKO CANADA CORPORATION	NO	5-22-058
+ 🗌 MSC 870498	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-07-077
+ 🗌 MSL 870499	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-07-077
+ 🗌 MSL 870500	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-07-077
+ 🔲 MSL 870501	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-07-077
+ 🗌 MSL 870659	008-0327 002 ANADARKO CANADA CORPORATION	NO	4-14-012
+ 🔲 MSL 870810	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-03-057
+ 🗌 MSL 870896	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-09-079
+ 🔲 MSL 870908	008-0327 002 ANADARKO CANADA CORPORATION	NO	4-14-014
	2075 Activities found		
First Prev	Page 1 / 3		Next Last
	OK Cancel		

Clicking on the ⁺ will display the participant name and whether or not that participant holds an ETS account.

Clicking on the - will hide participant details.

Clicking in Activity Number will display details about that disposition

Pending - This field indicates if there is an assignment pending for the activity displayed.

An Assignor's undivided interest is locked once the assignment is in Pending status

Land - Meridian, Range, Township of the assignment will be displayed.

Activities - Putting a check mark in the activities header will select all the activities listed in the Activities Found screen.

OK - Clicking on OK button will populate the activities in the Assignment Request screen.

CANCEL - Clicking on the CANCEL button will take you back to the Search Activities screen.

8 CREATE ASSIGNMENT REQUEST

Left Arrow Button – User can navigate to previous tab by clicking on this button. (If on first tab will take you to last tab)

Right Arrow Button – User can navigate to next tab by clicking on this button. (If on last tab will take you to first tab)

Close Button – A pop up will display with the message "Any unsaved changes will be lost. Are you sure you want to close the current assignment request?"

- OK Button Continue closing the screen and move control to ETS Home screen.
- Cancel Button Cancel closing the screen and return to assignment request screen.

Save Button - The assignment request will be saved to ETS.

- First Time Save Assignment will be assigned a request number. The request number will be displayed on the header caption of the assignment request screen after the words Assignment Request. Example: Assignment Request 4993.
- o Successful Save Message will display "Data saved successfully"
 - OK button Closes dialog window.

ENERGY		As	signment R	equest 3	10289		
Home Contacts Request Status					V	Assi /iew Assignm	gnment ent Doci
Assignments	Activity	Assignor/ Assignee	Service Address	Email	Stati Warn	us / ings	
Work in Progress	Activity	Service Add	ress		Land	Qtr(s)	
ryption	+ MSL 051984	004-9024 001	SHARE ALL FARMS	LTD.	6-09-065	1	Delet
ocumentation	+ MSL 052002	004-9024 001	SHARE ALL FARMS	LTD.	4-02-049	1	Delet
	+ MSL 052003	004-9024 001	SHARE ALL FARMS	LTD.	6-09-065	1	Delet
F	+ MSL 052005	004-9024 001	SHARE ALL FARMS	LTD.	4-08-063	1	Delet
sť	+ MSL 052074	004-9024 001	SHARE ALL FARMS	LTD.	6-08-064	1	Delet
	5 Activities S	elected					
			Se	arch			
	1	(<u>-</u>	ubmit Save	Delete	Close		
			John Save	Delete	Close		

8.1 Activity Tab

signment Ru nent Docum	Assi iew Assignm	Vi					
	ings	Statu Warnii	Email	Service Address	Assignor/ Assignee	Activity	
	Qtr(s)	Land		5	Service Addr	Activity	
Delete	1	6-09-065	TD.	ARE ALL FARMS L	004-9024 001 5	MSL 051984	+
Delete	1	4-02-049	TD.	ARE ALL FARMS L	004-9024 001 5	MSL 052002	+
Delete	1	6-09-065	TD.	ARE ALL FARMS L	004-9024 001 5	MSL 052003	+
Delete	1	4-08-063	TD.	ARE ALL FARMS	004-9024 001 5	MSL 052005	+
Delete	1	6-08-064	TD.	ARE ALL FARMS L	004-9024 001 9	MSL 052074	+
			200		lected	Activities Se	5 /
			arch	Sea			

This tab displays the activities that are being assigned. The activities displayed are the ones selected from the previous **Activities Found** screen.

The user can delete or add new activity(s) to include in this assignment request.

Search - will open the Search Activities screen, to add another activity to the Assignment screen.

Delete -will delete the activity displayed on that line.

IMPORTANT!

An Assignment Request Number will be assigned by ETS when an assignment is first saved. Make sure you note this number, as you will use it to access the Request through the Work In Progress (WIP) screen.

8.2 Assignor/Assignee Tab

Identifies who the assignor is for the activities and who the assignee will be. Assignees may be removed from the tab while the assignment is at work in progress.

- Initially the assignee grid will be empty
- If the client has not been set up on ETS the assignment will not be able to be submitted

Add Assignee - Opens Find Client screen so that a new lessee may be selected.

	A	signment Re	endest of	0205	
				As View Assignn	signment nent Doci
Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings	
ignor		an an the Marcola			
-9024 001 S	HARE ALL FARM	IS LTD.			
ignee				ETS Acc	ount
dd Assignee]				
	-				
	S	ubmit Save	Delete	Close	
		al and the second the		0280	
	AS	signment Re	quest 31	0289	
					ignment
				View Assignm	nent Docu
Activity	Assignor/	Service Address	Email	Status / Warpings	
	Assignor/ Assignee	Service Address	Email	Status / Warnings	
ignor	Assignee		Email	Status / Warnings	
gnor 9024 001 Sł	Assignor/ Assignee		Email	Warnings	
gnor 9024 001 Sł gnee	Assignee	S LTD.	Email	ETS Account	
gnor 9024 001 Sł gnee	Assignee		Email	Warnings	Dele
gnor 9024 001 Sł gnee	Assignee	S LTD.	Email	ETS Account	Dele

EA0257 Logout

Assignment Request 310289

	Assignment Rules
Client Errors	
Activity MSL 051984 New Service Address must be entered.	
Activity MSL 052002 New Service Address must be entered.	
Activity MSL 052003 New Service Address must be entered.	5
Activity MSL 052005 New Service Address must be entered.	
Activity MSL 052074 New Service Address must be entered.	
Page 1	and the second
	View Assignment Document

	Activity	Assignor/ Assignee	Service Address	Service Address Email St		is I ngs	
	Activity	Service Add	ress		Land	Qtr(s)	
+	MSL 051984	004-9024 001	SHARE ALL FARMS L	rd.	6-09-065	1	Delete
+	MSL 052002	004-9024 001	SHARE ALL FARMS L	TD.	4-02-0 <mark>4</mark> 9	1	Delete
+	MSL 052003	004-9024 001	SHARE ALL FARMS L	TD.	6-09-065	1	Delete
+	MSL 052005	004-9024 001	SHARE ALL FARMS L	TD.	<mark>4-08-063</mark>	1	Delete
+	MSL 052074	004-9024 001	SHARE ALL FARMS L	TD.	6-08-064	1	Delete
5 /	Activities Se	lected					
			Sea	rch			

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Government of Alberta <mark>=</mark>

8.3 Service Address Tab

The purpose of the Service Address Tab is to assign a New Service Address for all activities in the Assignment Request.

- Message at top of screen will say "NOTE: NEW SERVICE ADDRESS WILL BE RESPONSIBLE TO PAY ASSIGNMENT FEE INDICATED." This message is meant to make the creator aware that they indicate as New Service of Address will be required to pay the Fee.
- Displayed at the bottom of the screen will be the total quarters and fees for assignment. See screen for placement.
- The New Service Address can only be changed to the Assignee indicated on the Assignor/Assignee tab.
- When the request is saved or validated it will check that the New Service Address is the assignee.
- Choose client for New Service Address.
- Clear Clears Change Service Address field.

Documer	Assign Inmen	ew Assig	Vie				
			Email Status Warnin	ce Address	Assignor/ Assignee Servic	tivity	A
ATED.	INDIC	ENT FEE	DNSIBLE TO PAY ASSIGNME	LL BE RESPO	SERVICE ADDRESS WI	DTE: NEW SE	N
Clear	Down	Copy D	338 SASKATCHEWAN	001 1010478	Address to: 804-3982	e Service A	Chan
Fees	Qtr (s)	ETS Acct	ce Address	New Servi	rrent Service Idress		Activ
\$25.00	1	Yes	001 101047838 SASKATC	804-3982 0	4-9024 001 SHARE ALL RMS LTD.		MSL (
+25 00	1	Yes	001 101047838 SASKATC	804-3982 0	4-9024 001 SHARE ALL RMS LTD.	52002	MSL (
\$25.00	1	Yes	001 101047838 SASKATC	804-3982 0	4-9024 001 SHARE ALL RMS LTD.	52003	ISL (
\$25.00	÷			004 0000 0	4-9024 001 SHARE ALL		ISL (
1	1	Yes	001 101047838 SASKATC	804-3982 0	RMS LTD.	FARM	
\$25.00	374	Yes Yes	001 101047838 SASKATC		RMS LTD. 4-9024 001 SHARE ALL RMS LTD.	52074 004-	MSL (

8.4 Status / Warning Tab

The purpose of tab is to:

- Display information on who created assignment request.
- Validate the assignment and display errors and warnings.
- Link to Assignment Document.
- If assignment request is rejected client is able to copy assignment to new request.

When the request has been validated the View Assignments Document link will display. See Reports for a description of this document. Clicking on this button will open the PDF file in a new browser window. From this window user will be able to save or print the Assignment.

				View Ass	Assignment Ru ignment Docum	
Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings		
Initiated By:		004-9024 001 SHARE ALL FARMS LTD.				
Created By:		EA0257				
Request Number:		310289				
Status:		Work in Progress				
Assignment Type:		Full Assignment				
Comment:						

8.5 Email Tab

This tab will allow the users to specify an email address where they want the concurrence email to go. If an email address is not specified then an email message will be sent to all clients with the concurrence role who are part of this assignment.

Assignment Rule signment Documen	View A				
	Status / Warnings	Email	Service Address	Assignor/ Assignee	Activity
	n default	ess if other tha	nly fill in Email addr	* 0	
	ss	Email Addre	Client		
			ATCHEWAN LTD.	01047838 SASK	804-3982 001 1
			IS LTD	HARE ALL FARM	004-0024 001 5

Client - Displays the Client Id and Client Name of all the clients that are part of the Assignment Request.

Email Address - Optional Field Creator may specify a specific individual that they would like the concurrence email to go to for a specific company.

9 WORK IN PROGRESS

Work in Progress is accessible from the ETS menu under Assignments. This screen will allow the user to preview, open or concur to any assignment request. The access that they have will depend on the roles that have been assigned to them.

If a client types in an assignment number the rest of the selection criteria is ignored. Any field in the selection criteria can be left blank to return a result set that ignores that field.

			Worl	k in Progress		EA0257	Log
Type: Start Date: Status: Account:	Full Ass 2009/08 Concur	<u>~</u> 10	× ×	Request Number End Date:	2009/08/1	4	
			Find	d Close			
# ~	Form	Comment		Status		Initiator	
310291 👰	FAssign			Concurren	CE FAssign: Pdf MOR:	SHARE ALL FARMS	5

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Type - Defaults to Full Assignment.

Request Number - If request number is known it may be entered.

Start Date - Defaults to today's date minus number of days specified in user Account Preferences screen and can be changed.

End Date - Defaults to today's date and can be changed.

Status (Search Criteria) - Defaults to Blank which would return all status or from drop down can choose a status. Internal and External Clients status list will be different. Refer to WIP tab for a list of status and who can see status.

Account - This drop down includes all client accounts that are assigned Assignment Request permissions and that are managed by the logged on system site administrator account (this field does not show except for administrators and internal users). This field helps in filtering out the returned result set by assignment requests.

Find Button - After filling in parameters, the client clicks on Find and the corresponding results will be displayed.

Close - Closes screen and returns client back to ETS Home Page.

(**Request Number**) "Arrow"- Request Number Clicking on arrow will reorder the results in ascending or descending order.

"Magnifying Glass"- Provides details for the request. See Assignment Request Detail for more information.

Form - FAssign will be the form type for Full Assignments and will be displayed here. Client can click on this field to re-open the request. This link is disabled when the request is set to concurrence

Comment - Creators comments that were added to the request.

Status - Displays the status of the request.

If the status is Concurrence the accounts that have been set up for concurrence can click on this field and the Concur Assignment Request screen will open. Clicking on status in column heading will sort the results by status.

Available Documents - Displays PDF and XML version of the Original Assignment Request. XML will not be created until the status is complete.

Displays PDF and XML version of final document to client when an assignment is approved. Clicking any of these links opens the corresponding Original file.

Initiator - Company that initiated the request.

10 ASSIGNMENT REQUEST DETAIL

This screen will allow the users to view details about an assignment.

EA0257 Logout

Characteristic	Value			
Initiated By:	SHARE ALL FARMS LTD.			
Created By:	EA0257			
Request Number:	310291			
Creation Date:	2009/08/14 09:48 AM			
Status:	Concurrence			
Validation Date:				
Registration Number:				
Submitted Date:				
Completion Date:				
Assignment Type:	Full Assignment			
Comment:		100		
Department Remarks:		1		

Client	Concur	Remarks	
004-9024 001 SHARE ALL FARMS LTD.	Yes	Monarch Delumen 780 415 4626	< >
804-3982 001 101047838 SASKATCHEWAN LTD.			< >

Close

Initiated By - Displays company name that initiated the request

Created By - ETS Account that created the request

Request Number - Number assigned to request

Creation Date - Date request was created

Status - Status of the Assignment Request See Status/Warnings Tab for a description on all status

Validation Date - Not used

Registration Number - Number Assigned to Request. The numbering will be restarted every year since the first two digits of the 7 unique digit is the yy of the current year

Submitted Date - Date Assignment was received by the Department

Completion Date - Date Assignment Request was completed

Assignment Type - Displays the type of Assignment. (Defaults to Full Assignment)

Comment - Comment creator entered for request

Department Remarks - Remarks that DTSB entered

Client - Client Id and Name of company that is required to concur on Assignment Request

Concur - Displays whether the client has concurred to the request

Remarks - Any remarks that a client may have entered when concurring to the Assignment Request

11 CONCURRENCE

This screen will allow the users to review and Concur the request. Any remarks can be added if the user wishes to do so. Concurrence dropdown will be available only to the company whose name is listed beside it. It will not be accessible to internal users since for external requests they are not seen till they reach pending status and for internal requests concurrence is done automatically by the system. The Concurrence screen is accessible from the WIP when the status of a request is concurrence. Click on the status field and the Concur Assignment Request screen will open

		View Assignment Doc
Client	Concur	Remarks
004-9024 001 SHARE ALL FARMS LTD.	Yes	Monarch Delumen 780 415 4626
804-3982 001 101047838 SASKATCHEWAN LTD.	~	Monarch Delumen 780 415 4626
Sul	bmit C	lose

Client - Lists all companies that are required to concur to Assignment Request. Client Id and Company Name

Concur - Defaults to Blank. Client with the concur role can choose YES or NO

Remarks – Optional Client can enter a remark

View Assignment Document - Link to Original Assignment Document PDF. Allows the concurred to view before changing whether they concur to request or not

Submit - Submits client response. After client submits response they will be unable to change concur.

Close - Closes screen

12 MEMORANDUM OF REGISTRATION

This document will be created by ETS in the PDF and XML formats

MEMORANDUM OF REGISTRATION

Registration Number: 0301523

Registration Date: November 9, 2005

The assignment of the Surface Disposition(s) indicated as per assignment request below has been approved and registered in the department's records effective the registration date. As of this date, the assignee will be responsible for complying with all the terms and conditions of the assigned disposition(s).

Assignment Request

Initiated by: Request Number: Creation Date: Registration Number: Registration Date: Assignment Type: 804 7899 001 – DEVON CANADA 00123456 Oct 31, 2005 12:00:00 0301523 Nov 9, 2005 Full

The new Service Address will be responsible for paying Assignment Fee

Old Service Address	New Service Address
804 7899 001 – Devon Canada	800 1327 001 - Shell
Suite 2000, 400, 3 Ave SW	400, 4 Ave SW
Calgary Alberta, T2P 4H2	Calgary Alberta T2P 2H5

DISCLAIMER

This document is not to be modified in any way. Any errors or omissions must be forwarded to the Department immediately.

The original of this document is filed at the offices of Sustainable Resource Development, Land Dispositions Branch, 9915 - 108 Street, Edmonton, Alberta. The original will be used as the authority should any discrepancies arise in content of subsequent copies of the original.

Disposition	Assignor	Assignee	Qtr(s)	Fee
LOC 12345	Devon Canada	Shell	4	\$ 40.00
LOC 12346	Devon Canada /Amoco	Shell	4	\$ 40.00
LOC 12347	Devon Canada	Shell	4	\$ 40.00
TOTAL			12	\$120.00

13 CLIENT ROLES (SITE ADMINISTRATOR ONLY)

For details please see ETS Administration.

14 WORKFLOW

The workflow will be controlled by the Site Administrator assigning roles and request statuses set by the users

Creating an Assignment - When an assignment is created and saved into the database, a Request Number will be generated and the status of the assignment will be set to WIP (Work in Progress) and only visible to the **CREATOR** role. Once the **CREATOR** is satisfied with and validated the assignment, the status can then be changed to **REVIEWER APPROVAL**. The **REVIEWER** can then access the assignment.

Submitting an Assignment - The **REVIEWER** will review the assignment and change the status to **CONCURRENCE**. As soon as the status is changed to **CONCURRENCE**; ETS will automatically send e-mail to external concurred indicating the Request Number of the Assignment and Concurrence is required. Interest will be locked at this point.

Concurring Assignment - The user with the **CONCURRER** role will be able to **CONCUR** to the assignment request. The **CONCUR** field will default to blank and the **CONCURRER** will have the option to select "YES" or "NO" and add a remark if necessary. If the assignment is set to "NO" at this point, the assignment status will automatically be set to "CLIENT REJECT" and no further processing can be done on this assignment. Assignment can be copied by the creator at this time.

CONCUR is set to "YES" by all parties involved in the assignment, the status will then changed to "**PENDING**".

Validating Assignment - The assignment request can be validated at anytime the assignment is in "Work in Process" (WIP). Errors and Warnings (if any) will be tagged to the request that must be resolved before proceeding further. Assignment request must be validated when the status is changed from "Work in Progress" to **"REVIEWER APPROVAL"** and **"CONCURRENCE"**. Validation also occurs when the assignment is received by the Department. **"VALIDATION STATUS"** in this case is only visible to the Department. External Clients will see Status of **"PENDING"**.

15 ELECTRONIC ASSIGNMENT BUSINESS RULES

- Activities can only be assigned to another O&G company/individual who holds the subsurface rights to work the minerals.
- Only one (1) Assignor and (1) Assignee per Assignment Request
- Assignment of an LOC to a non-specified holder (FMA) cannot be submitted electronically and must be submitted using conventional paper process.
- An assignment having activities with <u>only</u> a Plan Block Lot (PBL) legal description cannot be submitted electronically and must be submitted using conventional paper process.
- Only Full Assignments Requests can be submitted electronically.
- Only 1000 activities can be listed per Assignment Request.
- Activities at the application or application for amendment status are non-assignable.
- Assignment fee will be included on the CARS monthly statement. Those clients not on monthly statement system will receive a separate invoice for each activity of the assignment.
- When an Assignment Request is submitted to the department for manual processing the lessee of the activity being assigned will be the Assignor.
- The Assignee must be registered and in good standing with Alberta Government Services, Corporate Registry.
- The Assignee cannot be indebted to the Crown.