

ELECTRONIC ASSIGNMENTS PROCEDURES GUIDE

June 2006

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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:
 - Registration of Industry clients as an Electronic Transfer System (ETS) client
 - Designation of sign-on authorizations within own company
 - Identification of dispositions to be assigned
 - Preparation of electronic assignment requests
 - 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 is accessed through the Department of Energy website at www.energy.gov.ab.ca

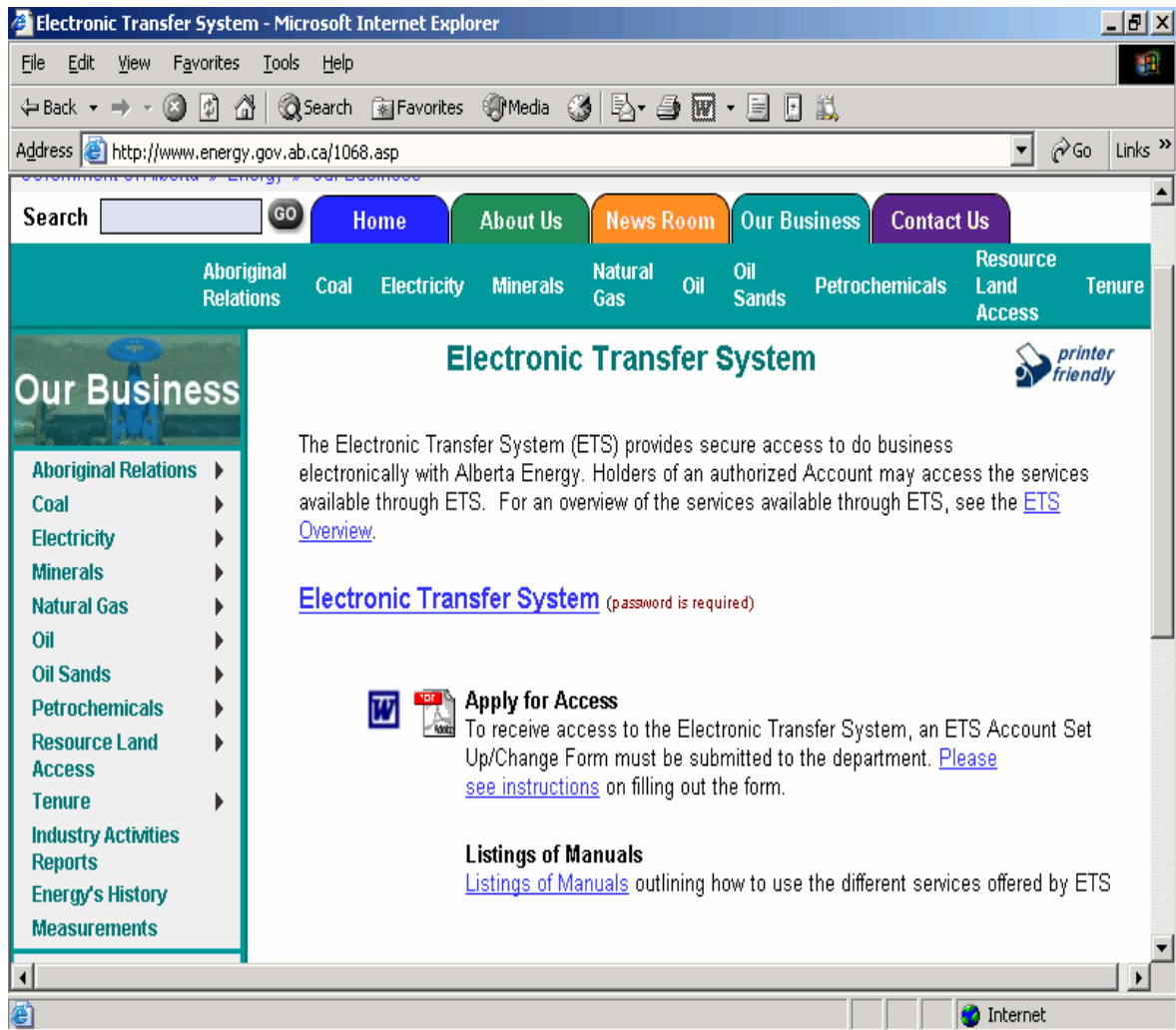
The electronic assignments program is one of many programs that ETS handles. It can also be used for accessing and conveying information for a number of different applications, such as Land Searches or e-Transfers. For further details please see the ETS Overview document.



3 GETTING STARTED

3.1 New Client or Existing Client?

- Go to Energy website www.energy.gov.ab.ca
- Click on ETS icon



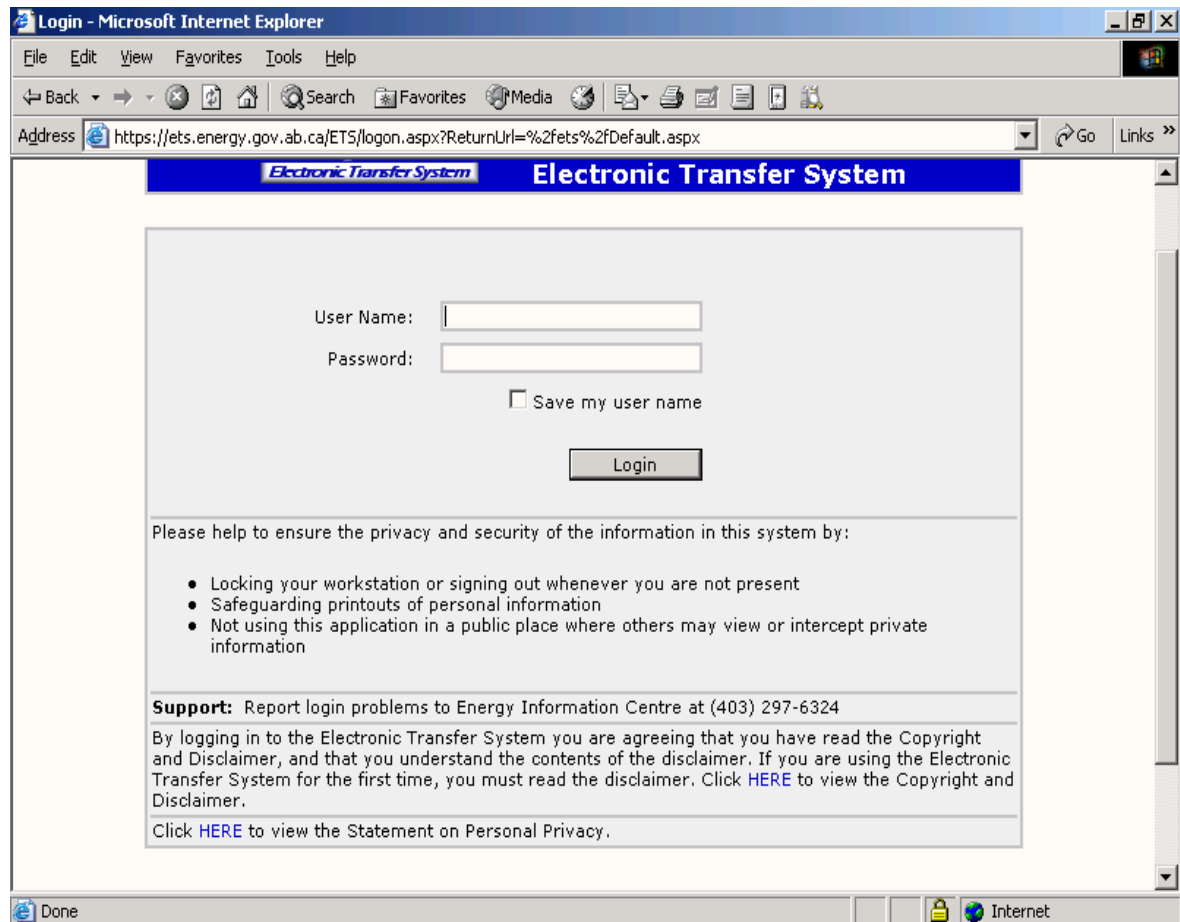
4 LOGGING IN

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.

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



The screenshot shows a Microsoft Internet Explorer browser window titled "Login - Microsoft Internet Explorer". The address bar displays the URL: <https://ets.energy.gov.ab.ca/ETS/logon.aspx?ReturnUrl=%2fets%2fDefault.aspx>. The page content features a blue header with the "Electronic Transfer System" logo and title. Below the header is a login form with the following elements:

- User Name:
- Password:
- Save my user name
- Login button

Below the form, there is a privacy notice section:

Please help to ensure the privacy and security of the information in this system by:

- Locking your workstation or signing out whenever you are not present
- Safeguarding printouts of personal information
- Not using this application in a public place where others may view or intercept private information

Support: Report login problems to Energy Information Centre at (403) 297-6324

By logging in to the Electronic Transfer System you are agreeing that you have read the Copyright and Disclaimer, and that you understand the contents of the disclaimer. If you are using the Electronic Transfer System for the first time, you must read the disclaimer. Click [HERE](#) to view the Copyright and Disclaimer.


Click [HERE](#) to view the Statement on Personal Privacy.

The browser status bar at the bottom shows "Done" and "Internet".

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 for 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 when clicking on.

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



[Logout](#)

Electronic Transfer System

Logged in User:

EA0400

Bulletin

CHANGES TO LAND SEARCHES

Effective December 23, 2002, several new Land Status Automated System (LSAS) reports became available through the Electronic Transfer System. These are:

- **Documentation Standard** - is submitted by ATS land keys and charged per land parcel the same as the public land standing. This report provides a one line summary of all surface activities within the selected land keys. [Example](#)
- **Land Tenure Client Information** - provides the name, address, lsas client id and EUB operator code for all active land tenure clients. This report sorts by client name. Fee is \$30.00 [Example](#)
- **Mineral Agreement Search by Client Id** - provides a listing of all mineral agreements that are connected to the selected client(s). The selected client will either be a participant or designated representative on all of the reported agreements. The summary report provides a listing of all the agreements reported while the detail report provides the summary listing as well as a mineral agreement search for each reported agreement. The charge is \$30.00 for 1 through 5 clients.

7 INITIATE ASSIGNMENT

7.1 Search Activities

Search - Click the Search Button to open Search Activities Screen

The screenshot shows a web interface titled "Assignment Request" in a blue header bar. Below the header is a light gray area containing a search bar with a "Search" button. To the left of the search bar is a tab labeled "Activity". Below the search bar are four buttons: "Previous", "Save", "Close", and "Next".

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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.

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

Search Activities

Search by Activity

Type	Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

[More Activities](#)

Search by Client Id

Client Id
<input type="text"/> ...
<input type="text"/> ...
<input type="text"/> ...
<input type="text"/> ...
<input type="text"/> ...
<input type="text"/> ...
<input type="text"/> ...
<input type="text"/> ...
<input type="text"/> ...
<input type="text"/> ...

Search by Land

M	RGE	TWP	SEC	QS
From: <input type="text"/>				
To: <input type="text"/>				

Use Input File

[Feedback Content](#) --- [Feedback Technical](#) --- [Help Text](#)

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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.

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, that provides a 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 land 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 co-ordinate 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:

- 3 digit activity type, a comma, and activity number

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

... - Links to Client Find screen if client unknown

Search - Opens activities found based on the search criteria entered.

Reset - Clears screen of all entered information

Close - Closes screen

7.3 Find Client

Allows the user to find a client either by specifying a name or client id. Click drop down button to change from Client ID to Client Name.

Will only display clients that are ACTIVE and the client type is SURFACE or BOTH.

Find Client				
Client Name		anderson	Find	(Use 'Surname, First Name' for individuals)
Client ID	Client Name	ETS Acct	Address	
806-5460 001	ANDERSON ENERGY LTD.	No	311 6 AVE SW SUITE 300 CALGARY AB T2P 3H2	Select
803-6798 001	ANDERSON, ALLEN GARY PAUL	No	600 6 ST SE SUITE 309A SLAVE LAKE AB T0G 2A3	Select
804-1245 001	ANDERSON, BRIAN MILLER	No	PO BOX 463 ELK POINT AB T0A 1A0	Select
804-9624 001	ANDERSON, CHRISTOPHER JOHN	No	PO BOX 128 CHAMPION AB T0L 0R0	Select
800-7806 001	ANDERSON, KENNETH ENAR	No	BOX 1 SITE 19 RR 1 GRANDE PRAIRIE AB T8V 2Z8	Select
804-0840 001	ANDERSON, THOMAS JOHN	No	116 WOOD BUFFALO WAY FORT MCMURRAY AB T9K 1W5	Select
Select Blank		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 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 ALL of the client ids to ensure an accurate search is obtained.


7.4 Activities Found

Display 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					
<input type="checkbox"/> Activity	Service Address	Pending	Land		
+ <input type="checkbox"/> LOC 000767	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-10-078		
+ <input type="checkbox"/> LOC 010155	008-0327 002 ANADARKO CANADA CORPORATION	NO	4-24-092		
+ <input type="checkbox"/> LOC 010724	008-0327 002 ANADARKO CANADA CORPORATION	NO	5-22-058		
+ <input type="checkbox"/> LOC 011194	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-11-077		
+ <input type="checkbox"/> LOC 011238	008-0327 002 ANADARKO CANADA CORPORATION	YES	5-23-056		
+ <input type="checkbox"/> LOC 011239	008-0327 002 ANADARKO CANADA CORPORATION	NO	5-23-056		
+ <input type="checkbox"/> LOC 011259	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-11-077		
+ <input type="checkbox"/> LOC 011531	008-0327 002 ANADARKO CANADA CORPORATION	NO	5-22-056		
+ <input type="checkbox"/> LOC 011555	008-0327 002 ANADARKO CANADA CORPORATION	NO	5-22-058		
+ <input type="checkbox"/> MSL 870498	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-07-077		
+ <input type="checkbox"/> MSL 870499	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-07-077		
+ <input type="checkbox"/> MSL 870500	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-07-077		
+ <input type="checkbox"/> MSL 870501	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-07-077		
+ <input type="checkbox"/> MSL 870659	008-0327 002 ANADARKO CANADA CORPORATION	NO	4-14-012		
+ <input type="checkbox"/> MSL 870810	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-03-057		
+ <input type="checkbox"/> MSL 870896	008-0327 002 ANADARKO CANADA CORPORATION	NO	6-09-079		
+ <input type="checkbox"/> MSL 870908	008-0327 002 ANADARKO CANADA CORPORATION	NO	4-14-014		
2075 Activities found					
First Prev		Page 1 / 3		Next Last	
<input type="button" value="OK"/> <input type="button" value="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 -. The lowest 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

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

Next 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.
- Successful Save – Message will display “Data saved successfully”
 - OK button - Closes dialog window.

[Logout](#)

Assignment Request 107678

Activity	Assignor/Assignee	Service Address	Status / Warnings	Email
Activity	Service Address		Land	Qtr(s)
+ PLA 991056	008-0327 002 ANADARKO CANADA CORPORATION		5-22-056	3
+ PLA 991102	008-0327 002 ANADARKO CANADA CORPORATION		6-10-077	3
+ PLA 991231	008-0327 002 ANADARKO CANADA CORPORATION		5-23-057	4
+ PLA 991253	008-0327 002 ANADARKO CANADA CORPORATION		6-09-078	5
+ PLA 991267	008-0327 002 ANADARKO CANADA CORPORATION		4-14-012	4
+ PLA 991310	008-0327 002 ANADARKO CANADA CORPORATION		6-11-076	1
+ PLA 991385	008-0327 002 ANADARKO CANADA CORPORATION		5-22-057	4
+ PLA 991417	008-0327 002 ANADARKO CANADA CORPORATION		4-14-013	1
+ PLA 991968	008-0327 002 ANADARKO CANADA CORPORATION		6-11-077	2
+ PLA 992014	008-0327 002 ANADARKO CANADA CORPORATION		5-21-060	1
10 Activities Selected				
<input type="button" value="Search"/>				
<input type="button" value="Previous"/>		<input type="button" value="Save"/> <input type="button" value="Close"/>		<input type="button" value="Next"/>

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8.1 Activity Tab

Assignment Request 107994					
Activity	Assignor/ Assignee	Service Address	Status / Warnings	Email	
Activity	Service Address	Land	Qtr(s)		
+ LOC 000767	008-0327 002 ANADARKO CANADA CORPORATION	6-10-078	1	Delete	
+ LOC 010724	008-0327 002 ANADARKO CANADA CORPORATION	5-22-058	1	Delete	
+ LOC 011239	008-0327 002 ANADARKO CANADA CORPORATION	5-23-056	3	Delete	
+ MSL 022935	008-0327 002 ANADARKO CANADA CORPORATION	5-23-056	3	Delete	
+ MSL 022960	008-0327 002 ANADARKO CANADA CORPORATION	5-23-057	1	Delete	
+ MSL 022965	008-0327 002 ANADARKO CANADA CORPORATION	5-23-056	1	Delete	
+ MSL 022967	008-0327 002 ANADARKO CANADA CORPORATION	5-23-056	1	Delete	
7 Activities Selected					
Search					
Previous		Save	Close	Next	

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.

Assignment Request 107860

Activity	Assignor/ Assignee	Service Address	Status / Warnings	Email
Assignor				
001-0379 002 TALISMAN ENERGY INC.				
Assignee				ETS Account
Add Assignee				

Previous Save Close Next

Assignment Request 107860

Activity	Assignor/ Assignee	Service Address	Status / Warnings	Email
Assignor				
001-0379 002 TALISMAN ENERGY INC.				
Assignee				ETS Account
000-4357 033 PETRO-CANADA				Yes Delete

Previous Save Close Next

Assignment Request 107860

Client Errors

New Service Address PLA- 860 708 New Service Address must be one of the Assignees
 New Service Address PLA- 860 735 New Service Address must be one of the Assignees
 New Service Address PLA- 860 799 New Service Address must be one of the Assignees
 New Service Address PLA- 860 807 New Service Address must be one of the Assignees
 New Service Address PLA- 870 016 New Service Address must be one of the Assignees
 New Service Address PLA- 870 017 New Service Address must be one of the Assignees
 New Service Address PLA- 870 018 New Service Address must be one of the Assignees
 New Service Address PLA- 870 019 New Service Address must be one of the Assignees
 New Service Address PLA- 870 020 New Service Address must be one of the Assignees
 New Service Address PLA- 870 021 New Service Address must be one of the Assignees

Page 1

Activity	Assignor/ Assignee	Service Address	Status / Warnings	Email
Assignor				
001-0379 002 TALISMAN ENERGY INC.				
Assignee				
000-4357 033 PETRO-CANADA			ETS Account Yes	<input type="button" value="Delete"/>

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 whom 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.

[Logout](#)

Assignment Request 107860

Activity	Assignor/Assignee	Service Address	Status / Warnings	Email
NOTE: NEW SERVICE ADDRESS WILL BE RESPONSIBLE TO PAY ASSIGNMENT FEE INDICATED.				
Change Service Address to:		<input type="text" value="000-4357 002 PETRO-CANADA"/>	<input type="button" value="..."/>	<input type="button" value="Copy Down"/> <input type="button" value="Clear"/>
Activity	Current Service Address	New Service Address	ETS Acct	Qtr (s) Fees
PLA 860708	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	2 \$30.00
PLA 860735	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	8 \$60.00
PLA 860799	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	1 \$25.00
PLA 860807	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	3 \$35.00
PLA 870016	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	2 \$30.00
PLA 870017	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	2 \$30.00
PLA 870018	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	1 \$25.00
PLA 870019	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	3 \$35.00
PLA 870020	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	4 \$40.00
PLA 870021	001-0379 002 TALISMAN ENERGY INC.	<input type="text" value="000-4357 002 PETRO-CANADA"/>	Yes	4 \$40.00
Total:				30 \$350.00

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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.
- Change status of 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.

[Logout](#)

Assignment Request 107525

Client Errors

Activity LOC 001806 An Assignment is pending concurrence on this Activity and may change the Activity ownership.

Activity LOC 001918 An Assignment is pending concurrence on this Activity and may change the Activity ownership.

Page 1

Activity	Assignor/ Assignee	Service Address	Status / Warnings	Email												
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Initiated By:</td> <td>008-0327 002 ANADARKO CANADA CORPORATION</td> </tr> <tr> <td>Created By:</td> <td>EA0400</td> </tr> <tr> <td>Request Number:</td> <td>107525</td> </tr> <tr> <td>Status:</td> <td>Pending</td> </tr> <tr> <td>Assignment Type:</td> <td>Full Assignment</td> </tr> <tr> <td>Comment:</td> <td></td> </tr> </table> <p style="text-align: right; margin-top: 10px;">View Assignment Document</p>					Initiated By:	008-0327 002 ANADARKO CANADA CORPORATION	Created By:	EA0400	Request Number:	107525	Status:	Pending	Assignment Type:	Full Assignment	Comment:	
Initiated By:	008-0327 002 ANADARKO CANADA CORPORATION															
Created By:	EA0400															
Request Number:	107525															
Status:	Pending															
Assignment Type:	Full Assignment															
Comment:																

Previous
Close
Next

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 Request 107860

Activity	Assignor/ Assignee	Service Address	Status / Warnings	Email
* Only fill in Email address if other than default				
Client	Email Address			
000-4357 033 PETRO-CANADA	<input type="text"/>			
001-0379 002 TALISMAN ENERGY INC.	<input type="text"/>			

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.

[Logout](#)

Work in Progress

Type:	Full Assignment	Request Number:	
Start Date:	2006/05/25	End Date:	2006/05/30
Status:			
Account:			

#	Form	Comment	Status	Initiator
107994	FAssign		Pending	FAssign: Ed# MOR: ANADARKO C

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[Feedback Content](#) --- [Feedback Technical](#) --- [Help Text](#)
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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. 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

Assignment Request Detail	
Characteristic	Value
Initiated By:	TALISMAN ENERGY INC.
Created By:	EA0371
Request Number:	107860
Creation Date:	2006/05/18 11:05 AM
Status:	Concurrence
Validation Date:	
Registration Number:	
Submitted Date:	
Completion Date:	
Assignment Type:	Full Assignment
Comment:	
Department Remarks:	

Client	Concur	Remarks
000-4357 033 PETRO-CANADA		
001-0379 002 TALISMAN ENERGY INC.	Yes	

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 DTSSB 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

[Logout](#)

Concur Assignment Request

[View Assignment Document](#)

Client	Concur	Remarks
000-4357 033 PETRO-CANADA	<input type="text" value="v"/> <input type="text" value="v"/>	<input type="text" value=""/> <input type="text" value=""/>
001-0379 002 TALISMAN ENERGY INC.	Yes	

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

The new Service Address will be responsible for paying Assignment Fee

Old Service Address	New Service Address
804 7899 001 – Devon Canada Suite 2000, 400, 3 Ave SW Calgary Alberta, T2P 4H2	800 1327 001 - Shell 400, 4 Ave SW 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 Client Account Handbook
http://www.energy.gov.ab.ca/docs/org/pdfs/Client_Account_Guide.pdf

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 concurrer indicating the Request Number of the Assignment and Concurrence is required. Interest will be locked at this point.

Concurring Assignment - The user with the **CONCURRENCE** role will be able to **CONCUR** to the assignment request. The **CONCUR** field will default to blank and the **CONCURRENCE** 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 only 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 not be indebted to the Crown.