

*Welcome!*

to the  
**Crown Mineral Activity (CMA)  
Work in Progress  
Online Training Course**

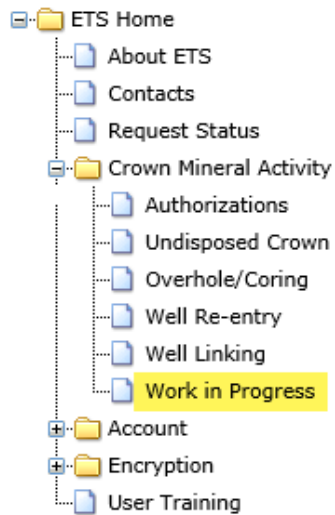
The **Work In Progress** functionality of CMA enables you to retrieve a request and view the request status.

## Revision Page

**Revisions Table**

Date	Revisions Type	Page Number
Sept 20, 2013	Initial Creation	All
September 1, 2020	Updated headers and contents	All
July 11, 2023	Updated contents	4,9,10

## INTRODUCTION



**In this module, you will learn how to:**

- retrieve and view CMA requests
- delete a request that is in Work in Progress status

## LOGIN TO ETS

1. Login to ETS with your user name and password

2. Expand Crown Mineral Activity

3. Select Work in Progress

The **Work in Progress** screen allows you to monitor the status and the updates made by Alberta Energy and Minerals (the department) to your requests.

When a CMA application is submitted, the status of the request changes from **Work in Progress** to **Submitted**.

When the department has started the processing of your request, the status changes to **Processing** until the request is **Completed**, **Cancelled** or **Rejected**.

All requests that are in **Work in Progress** will remain according to the user's account preferences or for a maximum of 90 days. It is important to retrieve your document within those days; otherwise, the request is archived.

## WORK IN PROGRESS – RETRIEVE REQUESTS

Work in Progress

**Type:**  ▼ **Request Number:**

**Start Date:**  **End Date:**

**Status:**  ▼

**Comment:**

1. Choose the request **Type**.  
Click the drop down arrow.  
Enter other request parameters to narrow your search, if needed.

2. Click **Find**

Search results.

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY/MM/DD	Creator
443578	Well Linking		Processing	Report: Pdf Final: Pdf	2020/08/31 15:45:15	EA0331_WELLAUTH
443203	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/26 10:56:09	EA0331_WELLAUTH
443202	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/26 10:56:08	EA0331_WELLAUTH
443182	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/20 09:21:06	EA0331_WELLAUTH
443181	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/20 09:14:08	EA0331_WELLAUTH
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All parameters are searchable. The Start and End dates default depending on the range of days chosen in your Account Preferences. To see all available requests remove the Start Date.

## WORK IN PROGRESS – VIEW REQUESTS

Work in Progress

**Type:**  **Request Number:**

**Start Date:**  **End Date:**

**Status:**

**Comment:**

ETS #	Application Type	Comment	Status	Files	Last Updated Y / MM / DD	Creator
<a href="#">443578</a>	Well Linking		Processing	Report: Pdf Final:	2020/08/31 15:45:15	EA0331_WELLAUTH
<a href="#">443203</a>	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/26 10:56:09	EA0331_WELLAUTH
<a href="#">443202</a>	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/26 10:56:08	EA0331_WELLAUTH
<a href="#">443182</a>	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/20 09:21:06	EA0331_WELLAUTH
<a href="#">443181</a>	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/20 09:14:08	EA0331_WELLAUTH

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Select the **Pdf** link to see the details of your submitted request.

Search results.



You can print or save your request to your own system as it will be archived from the work in progress folder 90 days after the last update date.

## WORK IN PROGRESS – DELETE REQUESTS

Work in Progress

**Type:**  **Request Number:**

**Start Date:**  **End Date:**

**Status:**  **Comment:**

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY/MM/DD	Creator
441950	Overhole Crown		Work in Progress	Report: Final:	2020/08/28 13:20:54	EA0331_WELLAUTH
443438	Undisposed Crown		Work in Progress	Report: Final:	2020/08/25 09:05:45	EA0331_WELLAUTH
443121	Overhole Crown		Work in Progress	Report: Final:	2020/08/19 11:27:14	EA0331_WELLAUTH
441940	Undisposed Crown		Work in Progress	Report: Final:	2020/07/13 09:10:58	EA0331_WELLAUTH

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Click **ETS #**. Once you hover your mouse, the request number changes to hyperlink.



A request that is in Work in Progress status and no longer required or was entered in error, can be deleted.

After a successful search, select the ETS Request Number to delete.

## WORK IN PROGRESS – DELETE REQUESTS Continued

### Overhole/Coring Crown 441950

Status: **Work in Progress**

[View Report](#)

Admin
Wells Details
Geological Data

Comment:

Company Name:

Creator:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
		(999)999-9999	william@co.ca

1. Click **Delete**.

Message from webpage ✕

? Are you sure you want to Delete Application?

2. Click **OK**.

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY/MM/DD	Creator
441950	Overhole Crown		Client Cancelled	Report: Pdf Final:	2020/09/01 12:03:49	EA0331_WELLAUTH



Selecting **Delete** will change the status of the request to **Client Cancelled** and no other action can be performed on this request.



## WORK IN PROGRESS – SEARCH RESULTS

Work in Progress

**Type:**  **Request Number:**

**Start Date:**  **End Date:**

**Status:**

**Comment:**

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY/MM/DD	Creator
441950	Overhole Crown		Client Cancelled	Report: Pdf Final: Pdf	2020/09/01 12:03:49	EA0331_WELLAUTH
443578	Well Linking		Processing	Report: Pdf Final: Pdf	2020/08/31 15:45:15	EA0331_WELLAUTH
443550	Well Re-Entry		Processing	Report: Pdf Final: Pdf	2020/08/31 13:55:14	EA0331_WELLAUTH
443203	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/26 10:56:09	EA0331_WELLAUTH
443202	Well Linking		Completed	Report: Pdf Final: Pdf	2020/08/26 10:56:08	EA0331_WELLAUTH

The information on the screen can be re-sorted by clicking on the column headers. If the cursor changes to a hand when you move over a column heading you can re-sort the column.

For each request, there will be two PDF documents available in the Files column: **Report** and **Final**.

**Report Pdf** is the application request you are submitting to the department.

**Final Pdf** – is the Final letter in .PDF format uploaded from the department.

The request will remain at Processing until the Final Letter has been received from the department. Then, the Status changes to Complete.

CONCLUSION

*Congratulations!*

You have completed the Crown Mineral Activity  
Work in Progress  
Online Training Course

Please proceed to the subsequent modules detailing other  
functionality of the CMA.

If you have any comments or questions on this training course,  
please forward them to the following email address:

[Energy.CrownAuthorizations@gov.ab.ca](mailto:Energy.CrownAuthorizations@gov.ab.ca)

