

# Welcome!

## To the ETS – Postings Work in Progress Online Training Course

The **Work In Progress** functionality of Postings enables you to retrieve a posting request, view the posting status, delete a posting request and create a new request by copying an existing one.

## Revisions

Date	Revisions Type	Page Number
August 31, 2012	Conversion	All
April 2020	Headers and links	All
December 2020	Update ETS login page	Various

## Introduction



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

- Retrieve Posting Requests for Public Offerings
- Retrieve Direct Purchase Requests

## Screen



The Work in Progress screen is accessed from the ETS main menu. This screen allows you to monitor the status and the updates made by the Department to your requests.

When 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has started the processing of your request, the status changes to Processing until the request is Completed, Client Withdrawn or Department Withdrawn.

All requests will be removed from the Work in Progress screen 90 days after the last update date. If you wish to keep the data you must save the files to your own system.

## Retrieving and Reviewing Requests

[More Information](#)  
[\(Pages 6 & 7\)](#)

Work in Progress

Type:	<input type="text" value="Posting Request"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text" value="2009/02/10"/>	End Date:	<input type="text" value="2009/02/20"/>
Status:	<input type="text"/>	Mineral Type:	<input type="text"/>
Account:	<input type="text"/>		

On the Work in Progress screen you can search for your requests by:

- Request Type
- Request Number
- Start Date and End Date
- Status
- Mineral Type
- Account

**Tip:** 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

Type:  Request Number:

Start Date:  End Date:

Status:  Mineral Type:

#	Comment	Status	Files	Sale Date	Last Updated	Updated Parcels	Creator
10423	test netscape	Completed	Org: Pdf Xml Upd: Pdf Xml		2004/12/23 09:55:50	Purchase Price Accepted	EN0123
10392	VI 14537	Work in Progress	Org: Pdf Xml Upd:	2005/04/06	2004/12/13 15:36:09		MLcreator
10389	VI 14434	Work in Progress	Org: Pdf Xml Upd:	2005/05/04	2004/12/13 11:28:10		MLcreator
10357		Work in Progress	Org: Pdf Xml Upd:	2005/04/06	2004/12/09 14:06:15		MLcreator
10260	Test Department Withdrawn PS Test 1c	Processing	Org: Pdf Xml Upd:	2005/03/23	2004/11/30 11:56:46		MLcreator
10240		Work in Progress	Org: Pdf Xml Upd:	2005/03/23	2004/11/29 13:25:39		EN0123

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. The Org file is a record of the land and rights requested. The Upd file provides updated information about the land and rights requested.

**You must monitor the updated file to determine what has changed from your original request.**

# Resources

[ETS Support and Online Learning](#) provides access to relevant guides, course and other information

If you have questions, please contact

For PNG: [Postings.Energy@gov.ab.ca](mailto:Postings.Energy@gov.ab.ca) or the Sales Helpdesk at (780)644-2300 or

for Oil Sands: [OSTenure@gov.ab.ca](mailto:OSTenure@gov.ab.ca)

# *Congratulations!*

**You have completed the ETS – Postings Work in Progress  
Online Training Course**

Please proceed to the subsequent modules detailing other functionality of the Posting application.

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

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

