

WIS Form Create

Okay before we go into greater detail in filling out the individual forms in WIS; what I'd like to do is give you a little basic information about form creation and submission.

What we do is given an active WIS account, we're going to create a submission form, attach a file, remove an attachment and then show you how to route a form. What I've done is I've used an account that's been previously set up. I've already went ahead and logged in and this is the screen that you will see the very first time you log in. If you're a brand new user and you've yet to create any documents, these tabs will all be blank. What I'd like to do is show you how to start a form from scratch on your very first try. We won't fill out the form in great detail but I'll give you a brief overview of how to start the form, how to do an attachment and how to route it. The very first step you need to do is to come up and browse your processes. Under browse processes you'll see a folder that says WIS. If you click on the WIS folder it will open up a file with actually 5 forms. One of those 5 forms is requesting a new WIS user account but the other 4 are basically the same 4 forms that we've been talking about during this process; notice of staking, application for permit to drill, well completion report and Sundry notices

Now for the portion of this demonstration I'm going to open up a notice of staking form and once you click on the form it'll basically build a data entry screen that looks like this. What you'll do is you'll work your way from the top of the form to

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the bottom of the form filling in the blocks as you go. One thing you'll notice is that there are bold required fields and there are un-bolded non-required fields. Fill out all the information from top to bottom all the way through to the bottom of section 1. Once you are done, one of the things that we like you to do is save early and save often. During the process as you're typing information in, if you have to leave your desk or go look at a file or a co-worker comes by and talks to you; make sure you save your work. Save early; save often as you're working through the form. Now in order to show you how to get an attachment I need to have at least one block filled in and the information saved. The form is set up so that if you try to route the form before you've filled in all the required information; it'll actually tell you what you've forgotten to put in.

What I'd like to show you next is how to attach a file. If you come up to the attachment button that's on the top row, looks like a little paperclip and says attachments underneath. If you click on the attachment button; it'll give you an opportunity to open up a browser and search for your file and actually add that file. What I'd like to do is I'd like to browse here to a file that's already saved as a pdf file. We'll click on that file name, click on open and you'll notice that it'll take a minute to actually add that file once we click on the add file button. Once you've added the file and it's successfully attached it will show up down here in the bottom. It will show the size of file attached and attached, attached by and attached on. We can go back and browse our files again, select the file, click on open and add the file. Once the file has been successfully added you will

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actually see the file name. There are no limit to the number of files that you can attach; there is only a size limit. The size limit is 10 megabytes or small for a converted pdf document and one thing that you will notice is that when we add files in attachment; they will all convert to a pdf document. This is by design for security and safety of the file coming over and not being modified anywhere along the way. Right now in the user guide there is a list of files that are supported and one thing that you have to be aware of is that there are some limits in the number of file formats that are supported. If you have a file format that is not supported, convert it to a pdf document internally in your organization and then attach it in this screen. Now in the event that you decide that you don't want to send these particular files; if you want to add or subtract a particular file we can come over here and click in the little check box next to the name and remove those selected files. If these files were files that we didn't want to send with the particular form we'd come down and click on finish and it would bring us back to the new screen, but let me remove these selected files first and it'll ask you if you're sure and come back and finish. Again we always want to remind you to save early and save often as you're making your changes. After you've filled out your form completely, saved your work, attached any or all of your attachments that you want to send to the BLM; if you're fairly certain that your form is ready to go you can scroll down to the very bottom of the form on the bottom right hand side and look for process actions. Once you are ready to send to the BLM, you can select route, click OK and follow the prompts from there.

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We'll look at the route process in more detail in the following sections after we've actually built a form and we're ready to send that on to the BLM. We'll also talk about some of the other features that are underneath this route button at that time. One item that a lot of new users will have to get used to is that when we're closing the document and any process; always use this close button rather than the X up here and do not use the back button but actually use the close button. The back button and the X button work a little bit differently in the background software; so always get in the habit of closing your option here, saving early and saving often and closing your process. And there's actually a little prompt that will remind you that says do you really want to save your work; yes you should before you actually close your process.

Now in the next section that will follow; we'll actually get into the specific forms, the 4 forms and we'll look at filling out those forms in greater detail and actually submitting them to the BLM.