

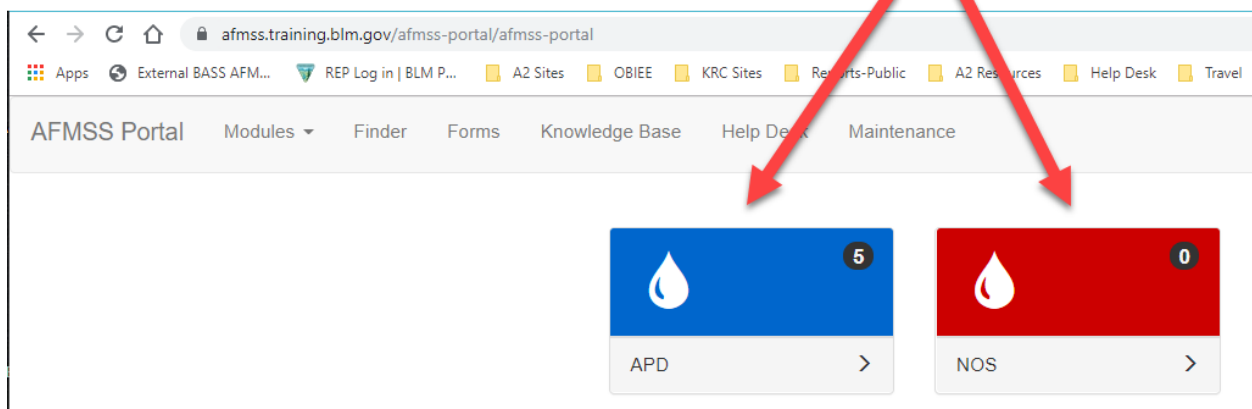
Release Summary for AFMSS 2

Released on 11/12/19

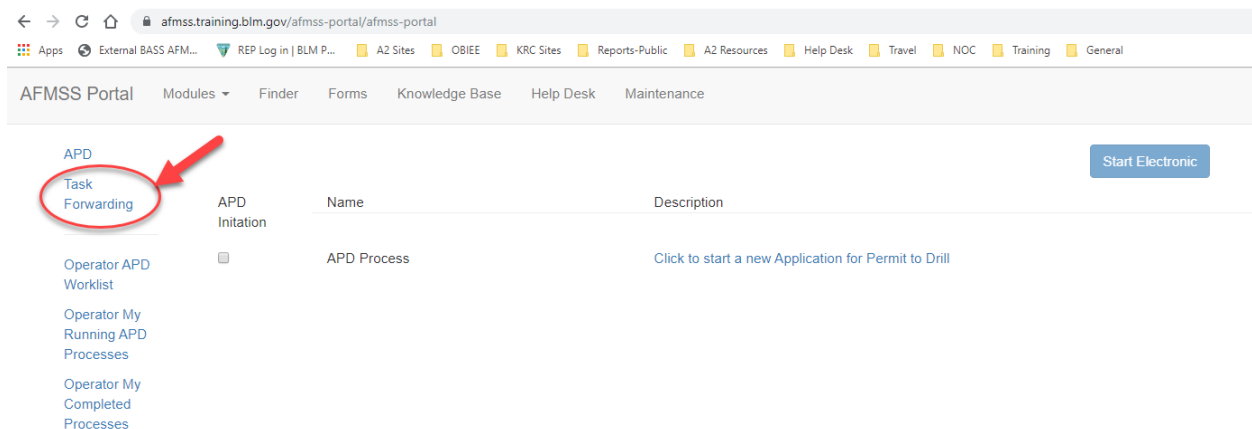
AP-1914 (Operator/Permit Agent): Designated Agent Task Forwarding

Designated Agents in AFMSS2 have been unable to work tasks they did not initiate. With this release the Operator can forward to a Designated Agent, the Designated Agent can forward to an Operator or to another Designated Agent.

After signing into AFMSS 2, select the APD or NOS card



Next select Task Forwarding from the left navigation menu



A menu with field offices will display on the screen. Select the field office of the APD or NOS that needs to be forwarded.

APDs that have not been submitted may be found under the “Individual” radio button. Tasks that have been returned to the operator from the BLM may be found under the “Group” radio button.

The screenshot shows the AFMSS Portal interface. At the top, there is a navigation bar with 'AFMSS Portal', 'Modules', 'Finder', 'Forms', 'Knowledge Base', 'Help Desk', and 'Maintenance'. Below this, there are radio buttons for 'Individual' (selected) and 'Group'. A dropdown menu labeled 'Select An Office:' is set to 'Dickinson' and is circled in red. Below the menu, it says 'Total Filtered Tasks: 2'. A table lists tasks with columns: Type, ID, Task Name, Created Date, Operator, Well Name, Well Number, Assigned To, and Actions. Two rows of tasks are visible, both with 'Forward' buttons.

Type	ID	Task Name	Created Date	Operator	Well Name	Well Number	Assigned To	Actions
APD	10400030690	Submit APD	06/27/2019	AETHON ENERGY OPERATING LLC	TEST PERMIT AGENT	1	Cindy Ann Lewis	Forward
APD	10400027511	Submit APD	05/21/2019	AETHON ENERGY OPERATING LLC	CINDY TEST PERMIT AGENT	1	Cindy Ann Lewis	Forward

Searching for a particular APD can be completed under any of the column headers by selecting descending or ascending arrows or by typing in the field below the column headers.

This screenshot is similar to the previous one but highlights the search filters in the column headers. Red arrows point to the 'Type', 'ID', and 'Task Name' headers, which have small input fields below them. A red oval encircles these three input fields. The rest of the interface, including the table and 'Forward' buttons, is the same as in the previous screenshot.

Select the Forward button on the row of the APD/NOS that should be forwarded.

This is a close-up view of the 'Forward' button in the 'Actions' column of the first row in the task list. A red arrow points directly to the blue 'Forward' button, which is also circled in red. The surrounding table headers and other columns are visible but slightly out of focus.

A dropdown list will display to select the name of the person eligible to receive the forwarded permit. Then select save.

The image shows a software interface with two main sections: "Assigned To" and "Actions".

- Assigned To:** A dropdown menu is open, displaying a list of names. The name "Kay Nation" is highlighted in blue. A red circle with the number "1" and an arrow points to this selection.
- Actions:** A panel containing several buttons: "Save" (green), "Cancel" (orange), "Forward" (blue), and a pagination control showing "10" and "20". A red circle with the number "2" highlights the "Save" button.