

Industry Tip

Attachment Update work items for Facility Licence Application

Date	Module/Application/Functionality	Notes
March 12, 2020	Application – Attachment Update work items for Facility Licence Applications	Well Infrastructure

Background

An issue has been discovered where Industry users are unable to provide the necessary attachments through “Application – Attachment Update” work items on Facility Licence Applications as per the process detailed in the following tip: [Request New Attachments on a Submitted Application](#)

Workaround

Until this issue is resolved, please provide any attachments that are requested through “Application – Attachment Update” work items for Facility Licence Applications in the Attachments tab of the work item itself, utilizing the “Comments” field to describe which document the item is replacing, and then complete the work item.

In order to do this, click “View” to view the work item (do not start or assign the work item to yourself):

Unassigned, where I have permission (1) Oldest Work Created on 2020-02-27 11:40:04 (6 minutes)								
Showing 1 results								
Work Item	Related Item	Type of Work	Assigned User	Status	Description	Date Created	Updated Date	
211164	Application	Application - Attachment Update -		Incomplete	Facility Licence Application - 146941	2020-02-27 11:40:04	2020-02-27 11:45:35	Start Start in New Window View

Navigate to the “Attachments” tab of the work item, click “Add” to browse for your replacement files, and then use the filename and “Comment” field to indicate which file(s) you are replacing:

Work Item: Facility Licence Application - 146941

Current Work Item

Work Item Number Type Status Assigned User ([see history](#))

Main Application Related Work Items Notifications Attachments

File Name	File Type	Is Confidential	Comment	Date	Actions
12345 Facility Licence Application form.pdf	Other	<input type="checkbox"/>	Facility Licence Application	2020-02-27 11:47:44	↓ × ✎

[Add \(SHARED\) Work Item Documents](#)

Once you have attached all the necessary documents, click “Start” to assign the work item to yourself, fill in the Comment box, and click “Complete” to complete the work item:

Work Item: Facility Licence Application - 146941

Current Work Item

Work Item Number Type Status Assigned User ([see history](#)) ([view detail in new window](#))

Work Item

Request Note

Comment

Attachments

[Confidential Help](#)

	File *	Document Type *	Is Confidential	Comments	Date *
↓ 1	AAA TEST.pdf	Facility Licence Application	<input type="checkbox"/>		2020-02-27 11:37:57

[Complete](#)

Questions?

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