

# Directive 5 – Work Reporting

Please refer to the Assessment Work Regulation O. Reg. 65/18, and the Technical Standards for reporting assessment work for obligations and requirements. Directive 5 has been divided into the sub-sections listed on the left menu (Image 1).

## 5.1 Submit Report of Work

### Important Changes (effective April 10, 2018)



**Ineligible work type:** re-cutting of claim boundary lines is no longer eligible for assessment work credit.

**Receipts required:** supporting receipts and invoices must be provided with your assessment work report.

**Aboriginal Consultation Costs:** Aboriginal Consultation Costs must be filed along with eligible geoscience assessment work, even for the first unit of assessment work.

**Double credits for grass roots prospecting:** Labour costs for grass roots prospecting will be credited at 200%. Report the actual cost (100%) in your submission and when it is approved, the appropriate adjustment to the credits will be made, in accordance with O. Reg. 65/18.

### To start your assessment work report submission



**Image 1:** The 'Submit Report of work' component of the 'Work Reporting' menu is used to submit an assessment work report in MLAS.

Select 'Work Reporting' and 'Submit Report of Work' from left menu to report work performed on mining lands (unpatented mining claims, leases, patents, exploratory licences of occupation, or mining licences of occupation – See Image 1).

## 1. Create Submission

**Submit Report of Work**

Progress: 1. Create Submission (Active) 2. Input Mining Rights 3. Input Cost Details 4. Summary 5. Confirmation

**User Information**

External User: John Smith (40000478)

Data Entry Date: 2018-03-22

Submitted For: ? (Required)

**Create Submission**

**Saved Drafts**

Draft ID	Submitter	Created Date	Last Saved Date	Saved By	Reference Identifier	
1	GREAT EXPLORATION LTD. (413551)	2018-03-22	2018-03-22	John Smith (9195)		<b>Delete</b>

**Dashboard**

**Image 2:** 'Create Submission' form for an assessment work report submission in MLAS.

- Enter User Information
  - Identify the person or company for whom you are submitting the assessment work report by entering that person's or company's client ID number, or the person's or company's name (number 1 on Image 2). If you are an Assessment Work Manager (AWM), identify the person or company for whom you are submitting the assessment work report.
 

**Note:** only one client number can be entered, but if you are an AWM, you can add the mining lands for several clients, (provided all necessary permissions have been granted).
  - Click on 'Create Submission' (number 2 on Image 2) to proceed to the 'Input Mining Rights' step.
- Open Saved Drafts
  - if you had already started a submission and wish to proceed from the draft, click on the Draft ID (number 3 on Image 2).
    - Click on 'Delete' if you want to remove a draft permanently (number 4 on Image 2).
 

**Note:** drafts are automatically deleted after 15 days.
- Select 'Dashboard' (number 5 on Image 2) if you do not wish to create a submission.

## 2. Input Mining Rights

- Enter Assessment Work Period

**Submit Report of Work**

Progress: 1. Create Submission (✓) 2. Input Mining Rights 3. Input Cost Details 4. Summary 5. Confirmation

**User Information**

External User: John Smith (40000478) Submitted For: GREAT EXPLORATION LTD. (413551)

Data Entry Date: 2018-03-22

**Assessment Work Period**

1 Field Work From Date: 2018-03-01 (Required) [Calendar Icon]

2 Field Work To Date: 2018-03-05 (Required) [X] [Calendar Icon]

**Image 3:** Assessment Work period entry for an assessment work report submission in MLAS.

- Indicate the 'Field Work From Date' (number 1 on Image 3) and the 'Field Work To Date' (number 2 on Image 3).
- Use the calendar tool or type the date directly in the text box (click twice in the box to edit it directly).

- Select Commodities

Commodities

1

Commodity Group:

Base Metals (BM - Mining)  
Building Stone  
Ferrous minerals/ores  
Fuel Sources  
Gemstones  
Industrial Minerals  
Other Metals and Metalloids (not  
Platinum Metals (PTM)

2

Commodities Explored For:  
(Required)

CLAY  
CORUNDUM  
DIAMOND  
DIATOMITE  
DOLOMITE  
FELDSPAR  
FLUORITE  
GARNET

3

Supporting Commodity Information:

I am looking for tracers right now, but my end-goal is to find diamonds

**Image 4:** Commodity entry for an assessment work report submission in MLAS.

- (Optional) Select a commodity group in the 'Commodity Group' drop-down list (number 1 on Image 4). Once you have selected a group, the commodity selection in the next list will reflect the group(s) selected. To select more than one group press the control key and hold while clicking on the groups.
- Select commodities in the 'Commodities Explored For' drop-down list (number 2 on Image 4). To select more than one commodity press the control key and hold while clicking on the commodities
- (Optional) Type any additional information about the commodity(ies) you are exploring for in the 'Supporting Commodity Information' text box (number 3 on Image 4).

- Enter the Mining Claims / Mining Lands where Assessment Work was Performed

**Mining Claims/ Lands where Assessment Work was Performed**

Please input a comma separated list of all mining claims/ lands numbers or select from the map.

1 **Tenure Numbers:**  
(Required) 139298, 142530, 338864

2

3 ☒ **Plan or Permit Not required**

4 **Do you intend to submit a pending distribution in association with this report of work?**  
(Required) Yes ☐

**Image 5:** Mining lands entry, indication of exploration plans and/or permits, and indication of the intent to submit a pending distribution associated to this assessment work report submission in MLAS.

- Identify the mining land in the 'Tenure Numbers' text box (number 1 on Image 5), by using a comma-separated list, or by selecting them on the map selection tool (click on the map icon– number 2 on the Image 5).
- Check the 'Plan of Permit Not required' box (number 3 on Image 5) only if an Exploration Plan or Permit was NOT required to perform the work.  
**Note:** if an Exploration Plan or Permit was required for a reported type of work, but was not in effect during the performance of the work, this work and any associated cost will not be eligible for assessment work credit.
- Choose 'Yes' or 'No' (number 4 on Image 5) to indicate whether you intend to submit a pending distribution with the report.
  - A pending distribution allows you to move credits from the mining lands listed in this assessment work submission to one or more contiguous unpatented mining claims. MLAS will automatically complete the distribution once the submission is approved.  
**Note:** by selecting 'No', you will not be able to submit a pending distribution to keep your claims from forfeiting. If your claims may forfeit within the next 90 days, please consider selecting 'Yes' and submitting a pending distribution.  
**Note:** you may only file one pending distribution per assessment work report submission.  
**Note:** an unpatented mining claim may only have one pending distribution at the time. Another pending distribution will be allowed only once the report submission and the current pending distribution are processed.

- Include Supporting Documentation

☐ Supporting Documentation

A technical report is mandatory for all assessment work reports. Please attach the necessary documents and expense verifications for your work report

Attach

1

(Required)

Uploaded Documents:

Name	Document Type	Attached By	Upload Date	Action
Report_42A10SE2019.pdf	Technical Report	John Smith (40000478)	2018-03-22	Remove
Receipts.pdf	Expense Verification	John Smith (40000478)	2018-03-22	Remove

Back

4

5

Save

6

Next

**Image 6:** Supporting documentation entry for an assessment work report submission in MLAS.

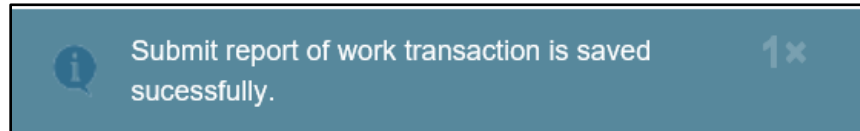
- Click on 'Attach' (number 1 on Image 6) to open required support documents.
 

**Note:** a technical report is mandatory for all assessment work reports.

  - Select the necessary supporting documents (technical report, maps and/or other) and expense verifications documents (receipts and invoices) for your work.
  - Portable Document Format (PDF) is the only file format accepted by MLAS.
  - File size is limited to 100 Mb, and the total that can be uploaded is limited to 100 Mb.
- Select Document Type from the drop-down list (number 2 on Image 6) to indicate what type of document you have attached (Technical Report, Map, Expense Verification, or Other).
- Click 'Remove' (number 3 on Image 6) if you wish to delete any attached document.
- Click 'Back' (number 4 on Image 6) if you wish to change any details captured at the 'Create Submission' step.
 

**Note:** any information entered in the current step will be deleted if you go back.
- Click 'Save' (number 5 on Image 6) to save what you have completed so far.
 

**Note:** this step may take some time depending on the size of the submission. Once the draft is saved successfully a pop-up message will be displayed at the bottom right of your screen (See Image 7).



**Image 7:** pop-up confirmation that a draft of the assessment work report submission has been saved in MLAS.

- Click 'Next' (number 6 on Image 6) to move to the 'Input Cost Details' step.  
**Note:** for big files, slow internet uploading speed, files may take some time to upload on MLAS. A blue uploading bar will show the progress of the upload at the top of the page. Wait until the upload is complete and do not try to navigate away or you may lose what you have completed so far.

### 3. Input Cost Details

- Add Exploration Activities

**Image 8:** Exploration activity entry for an assessment work report submission in MLAS.

- Click on 'Add Exploration Activity' (number 1 on Image 8) and choose a work type from the drop-down list pop-up (number 2 on Image 9).
  - Eligible work types and associated work subtypes for report of work on mining lands are listed in Table 1 below.



### Add Exploration Activity Work Type

**Work Type:**

Smith (40000478)

06-22

Work Type

- Airborne Geophysical Survey Work
- Associated Work Types
- Physical Work
- Sampling Program
- Remote Sensing Imagery
- Geological Survey Work
- Geochemical Survey Work
- Ground Geophysical Survey Work
- Modelling or Reprocessing of Data
- Exploratory Drilling
- Drill Core or Drill Sample Submissions
- Petrographic Work
- Environmental Baseline Study
- Rehabilitation Required or Permitted Under the Act
- Prospecting

2

**Image 9:** Work type selection for an assessment work report submission in MLAS.

**Table 1:** Work types and work subtypes selection in MLAS for work performed on mining lands.

Work type	Work Subtype
<b>Prospecting</b>	Grass Roots Prospecting
<b>Physical Work</b>	Bedrock Pitting and Trenching (>1m <sup>3</sup> and <3m <sup>3</sup> in 200 m Radius)
	Bedrock Pitting and Trenching (>3m <sup>3</sup> in 200 m Radius)
	Mechanized Stripping (<100m <sup>2</sup> in 200 m Radius)
	Mechanized Stripping (>100m <sup>2</sup> in 200m Radius)
	Manual Stripping
	Manual work
<b>Sampling Program</b>	Bulk Sampling
	Drill Core Sampling
	Non-core Drill Sampling
	Overburden Heavy Mineral Processing
	Metallurgical Testing
	Beneficiation
	Industrial Mineral Testing
	Dimensional Stone Removal
<b>Remote Sensing Imagery</b>	Other Sampling
	Imagery



Work type	Work Subtype
	LiDAR
Geological Survey Work	Geological Survey
Geochemical Survey Work	Geochemical Survey
Ground Geophysical Survey Work	Borehole Geophysics
	Magnetics
	Electromagnetics
	Gravity
	Induced Polarization
	Magnetotellurics
	Radiometrics
	Resistivity
	Seismic
	Self-Potential
	Other Ground Geophysics
Airborne Geophysical Survey Work	Airborne Magnetics
	Airborne Electromagnetics
	Airborne Gravity
	Airborne Radiometrics
	Other Airborne Geophysics
Modelling or Reprocessing of Data	Data Modelling
	Data Reprocessing
Exploratory Drilling	Core Drilling
	Non-core Drilling
Drill Core or Drill Sample Submissions	Drill Core Submission
	Drill Sample Submission
Petrographic Work	Microscopy
	Scanning Electron Microscopy
	Electron Microprobe Study
	Other Petrographic Work
Environmental Baseline Study	Environmental Baseline Study
Rehabilitation Required or Permitted Under the Act	Rehabilitation
Associated Work types	Line Cutting
	Assays

Work Type	Survey Type (Required)	From Date (Required)	To Date (Required)	Unit of Work (Required)	Cost/Unit (Required)	Actual Cost (Required)	Adjusted Credit
Ground Geoscience	Prospecting	2018-03-01	2018-03-05	per day	200	1000	\$1,000.00
Subtotal						\$1,000.00	\$1,000.00

**Image 10:** Work type detail entry for an assessment work report submission in MLAS.

- Once a row for the selected work type has appeared, select a 'Work Subtype' from the drop-down list (number 1 on Image 10).
- Select a 'From Date' (number 2 on Image 10) to indicate when the Work Subtype started.
- Select a 'To Date' (number 3 on Image 10) to indicate when the Work Subtype ended.

**Note:** if the Work Subtype started more than 2 years ago, and ended less than 2 years ago, the costs should be broken down so that the adjusted credit is properly calculated by MLAS. Work performed more than 2 years ago, will be credited at 50% of the Actual Cost. Work performed less than 2 years ago will be credited at 100% of the Actual Cost.

**Example:** I am reporting today – June 16, 2018 – that I performed Grass Roots Prospecting between May 05, 2016 and June 21, 2016. I should report Grass Roots Prospecting between May 05, 2016 and June 16, 2016 first. I should then add a row to report Grass Roots Prospecting between June 17, 2016 and June 21, 2016).

**Note:** work performed more than 5 years ago is not eligible for assessment work credit.

- Indicate a 'Unit of Work' (number 4 on Image 10) to identify how the cost is broken down (e.g.: per hour, or per meter). Note that this field may also be used to enter a description if the work subtype cost needs to be broken into several entries. This field is limited to 50 characters.
- Indicate a 'Cost/Unit' (cost per unit - number 5 on Image 10) to identify the cost for one unit of work (e.g.: input 20 if the cost per unit is \$20 per hour).
- Enter the 'Actual Cost' (number 6 on Image 10) to indicate the full cost of performing the Work Subtype.
  - The next column, 'Adjusted Credit', is calculated by the system, and will adjust the cost down if the work is more than 2 years old (50% of actual cost), or more than 5 years old (0% of actual cost).
  - Enter the actual labour costs for grass roots prospecting. Geoscience assessors will double the adjusted costs when the submission is reviewed.
- Click on 'Add Work Type Detail', to add more rows for the same work type, (number 7 on Image 10) and proceed as above.

- If there is more than one type of Exploration Activity, click on 'Add Exploration Activity' (number 8 on Image 10) and proceed as above.
- To remove Work Type rows, click on 'Remove Work Type Detail' (number 9 on Image 10).

Exploration Activities

Add Exploration Activity

Work Type	Survey Type (Required)	From Date (Required)	To Date (Required)	Unit of Work (Required)	Cost/Unit (Required)	Actual Cost (Required)	Adjusted Credit
Ground Geoscience	Prospectir	2018-03-01	2018-03-05	per day	200	1000	\$1,000.00
Subtotal						\$1,000.00	\$1,000.00

No associated cost, please click **Add Associated Cost** to add associated cost.

Total Exploration Actual Cost: \$1,000.00  
Total adjusted Credit: \$1,000.00

**Image 11:** Associated cost entry for an assessment work report on MLAS.

Internal User: John Smith (40000478) Submitted

Add Associated Cost Type

Associated Cost Type: Supplies

Confirm Cancel

**Image 12:** Associated cost selection for an assessment work report in MLAS.

- Click on 'Add Associated Cost', if there are any associated costs (number 1 on Image 11), and select an associated Cost Type from the drop-down list pop-up (number 2 on Image 12).

- **Note:** this button appears only after at least one work type has been added.

Cost Type	From Date (Required)	To Date (Required)	Unit of Work (Required)	Cost/Unit (Required)	Actual Cost (Required)	Adjusted Credit	
Supplies	2018-02-28	2018-02-28	bill	28.56	29	\$29.00	Add Associated Cost
Personal Transportation	2018-03-01	2018-03-05	per km	0.50	45	\$45.00	Remove Associated Cost
Assays	2018-03-19	2018-03-19	per sample	15.25	168	\$168.00	Remove Associated Cost
<b>Subtotal</b>						\$242.00	\$242.00
<b>Total Exploration Actual Cost:</b> \$1,242.00 <b>Total adjusted Credit:</b> \$1,242.00							

**Image 13:** Associated cost details entry for an assessment work report in MLAS.

- Select a 'From Date' (number 1 on Image 13) to indicate when the associated cost started.
- Select a 'To Date' (number 2 on Image 13) to indicate when the associated cost ended.  
**Note:** if the associated cost started more than 2 years ago, and ended less than 2 years ago, it should be broken down so that the adjusted credit is properly calculated by MLAS. Costs performed more than 2 years ago will be credited at 50% of the Actual Cost. Costs performed less than 2 years ago will be credited at 100% of the Actual Cost.  
**Example:** I am reporting today – June 16, 2018 – that I rented a core shack between May 05, 2016 and June 21, 2016. I should report this cost between May 05, 2016 and June 16, 2016 first. I should then add a row to report this cost between June 17, 2016 and June 21, 2016).
  - Note: costs more than 5 years old are not eligible for assessment work credit.
- Indicate the 'Unit of Work' (number 3 on Image 13) to identify how the cost is broken down (e.g.: per item, or per night).
- Indicate a 'Cost/Unit' (cost per unit) (number 4 on Image 13) to identify the cost for one unit (e.g.: input 120.59 if the cost per unit is \$120.59 per night).
- Enter the 'Actual Cost' (number 5 on Image 13) to indicate the full incurred associated cost (rounded).
- If there is more than one Associated Credit, click on 'Add Associated Cost' (number 6 on Image 13) and proceed as above.
- (Optional) To remove Associated Cost rows, click on 'Remove Associated Cost' (number 7 on Image 13).

- Add Communities Consulted
  - If Aboriginal costs are not reported in this submission, please, skip to the “Mineral Tenure Reserves” section further down.



**Image 14:** Aboriginal communities' entry for an assessment work report in MLAS.



**Image 15:** Aboriginal communities, and contact person selections for an assessment work report in MLAS.

- Click 'Add Community' (number 1 on Image 14).
- Select the community from the drop-down list (number 2 on Image 15), that you consulted with.
  - Select the contact person for your consultation (number 3 on Image 15).
 

**Note:** credit will be given only for costs related to consultation conducted with those communities identified by MNDM for consultation as per the Ministry's policy: Consultations and Arrangements with Aboriginal communities at Early Exploration. Direction should always be sought from MNDM as to the appropriate communities to consult.

    - For further details on the requirements for reporting on Aboriginal consultation costs, please refer to section 2 in the 'Costs and Expenses' part of the Technical Standards.
  - Click on 'Add Community' if you consulted more than one community, (number 4 on Image 15) and proceed as above.
  - To remove a Community row, click on 'Remove Community' (number 5 on Image 15).

- Add Aboriginal Consultation Cost
  - If Aboriginal costs are not reported in this submission, please, skip to the “Mineral Tenure Reserve” section further down.

This screenshot shows a green header bar with the text 'Aboriginal Consultation Cost'. Below it, a message reads 'No aboriginal consultation cost, please click'. A large blue button labeled 'Add Aboriginal Consultation Cost' is centered, with a circled number '1' to its right. Below the button, the text 'to add aboriginal consultation cost' is displayed.

**Image 16:** Aboriginal Consultation cost entry for an assessment work report in MLAS

This screenshot shows the 'Aboriginal Consultation Cost' form. It features a table with columns for 'Consultation Cost Type', 'From Date', 'To Date', 'Description', and 'Actual Cost'. A dropdown menu for 'Consultation Cost Type' is open, showing options like 'Administration', 'Document Preparation', etc. The form includes buttons for 'Add Aboriginal Consultation Cost' and 'Remove Aboriginal Consultation Cost'. Circled numbers 1 through 8 highlight specific fields and buttons: 1 (Add button), 2 (dropdown), 3 (From Date), 4 (To Date), 5 (Description), 6 (Actual Cost), 7 (Add button), and 8 (Remove button).

Consultation Cost Type (Required)	From Date (Required)	To Date (Required)	Description (Required)	Actual Cost (Required)	
Technical Expertise	2017-09-05	2018-02-12	Legal fees for MOU	15000	Add Aboriginal Consultation Cost
	YYYY-MM-DD	YYYY-MM-DD			Remove Aboriginal Consultation Cost
					Remove Aboriginal Consultation Cost
Total Consultation Actual Cost					

**Image 17:** Aboriginal Consultation cost selection and detail entry for an assessment work report in MLAS.

- Click on 'Add Aboriginal Consultation Cost' (number 1 on Image 16).
    - Select the 'Consultation Cost Type' from the drop down list (number 2 on Image 17).
    - Select a 'From Date' (number 3 on Image 17) to indicate when the cost started.
    - Select a 'To Date' (number 4 on Image 17) to indicate when the cost ended
- Note:** Aboriginal Consultation done before November 1, 2012 is not eligible for assessment work credit.
- Aboriginal Consultation Costs are not reduced if more than 2 years old or 5 years old.
  - Aboriginal Consultation Costs incurred before the staking of a legacy claim or the registration of mining claims is not eligible for Assessment Work credit.
- Add a detailed description of the cost in the 'Description' text box (number 5 on Image 17).
  - Enter the 'Actual Cost' (number 6 on Image 17) to indicate the full incurred cost.



- Click on 'Add Aboriginal Consultation Cost', if you have more Aboriginal consultation costs to report, (number 7 on Image 17) and proceed as above.
- (Optional) To remove a Consultation Cost, click on 'Remove Aboriginal Consultation Cost' (number 8 on Image 17).

Mineral Tenure Reserve:

Tenure Number	Mining Right Type	Number of Units/Hectares	Authorized Instruments	Exploration Work Expenses	Aboriginal Consultation Expenses	
139298	Boundary Cell Mining Claim	1	Not Applicable	838	14130	<div>Add Mining Right</div> <div>Delete Mining Right</div>
338864	Boundary Cell Mining Claim	1	Not Applicable	404	6812	<div>Delete Mining Right</div>
Total				\$1,242.00	\$20,942.00	

Total Adjusted Credit for Exploration Work: \$1,242.00

Total Credit for Consultation Work Performed: \$20,942.00

**Image 18:** Mineral Tenure reserves and exploration plans and permits entries for assessment work report in MLAS.

- Complete Mineral Tenure Reserves
  - The mining land numbers that were identified at the 'Input Mining Rights' step will be listed in the Mineral Tenure Reserves table.
  - If you required an Exploration Plan or Permit to perform the work reported, select the appropriate Exploration Plan or Permit number in the 'Authorized Instruments' column using the drop-down list (number 1 on Image 18).
  - Enter the costs for the work performed on each mining land in the 'Exploration Work Expenses' column or in the 'Aboriginal Consultation Expenses' column, appropriately (number 2 on Image 18).
    - Ensure that the Totals in the Mineral Tenure Reserves table (number 3 on Image 18) are equal to the 'Total Adjusted Credit for Exploration Work' and to the 'Total Credit for Consultation Work performed' reported below the table (number 4 on Image 18).

I hereby acknowledge that I have read and understand and accept the stated terms and conditions.

(Required)

I agree

▼

1

**Image 19:** Pending distribution Terms and conditions acknowledgement in MLAS.



- Select 'I Agree' in the drop-down list (number 1 on Image 19) to answer the following: "I hereby acknowledge that I have read and understand and accept the stated terms and conditions".

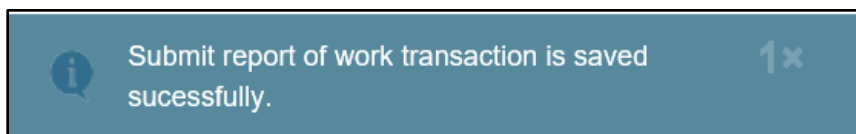


**Image 20:** Navigation and save buttons in MLAS.

**Note:** the terms and conditions are related to submitting a pending distribution and are stated in the summary step.

- Select 'Back' (number 1 on Image 20) if you wish to change any details captured at the 'Input Mining Rights' step. Any information entered in the current step will be deleted if you go back.
- Click on 'Save' (number 2 on Image 20) to save the work done so far on this submission. Once you have saved, you may close and the submission draft will be saved when you reopen 'Submit Report of Work' from left menu.

**Note:** this step may take some time depending on the size of the submission. Once the draft is saved successfully a pop-up message will be displayed at the bottom right of your screen, as seen below, in Image 21.



**Image 21:** Pop-up confirmation that a draft of the assessment work report submission has been saved in MLAS.

- Select 'Next' (number 3 on Image 20) to move to the 'Summary' step.

#### 4. Summary

- Review the Summary Page.



**Image 22:** Navigation buttons in MLAS.

- Click 'Back' (number 1 on Image 22) if you wish to change any details captured at the 'Input Cost Details' step.
- Click 'Next' (number 2 on Image 22) to submit your work report, and move to the 'Confirmation' step.

## 5. Confirmation

Submit Report of Work

Create Submission Input Mining Rights Input Cost Details Summary Confirmation

✓ Work report has been submitted successfully. 1

Only one pending distribution of assessment work can be completed from this assessment work submission. Once the pending distribution is submitted, you will not be able to amend the submission in any way, including the ability to add or remove tenures from the original submission. After a final review of the work report by the Ministry, and there is a straight approval or rejection of the work report, the pending distribution will be applied as submitted. If there is a cut back you will be notified and you will have 15 days to amend and re-submit your pending distribution. If you do not re-submit your pending distribution within the 15 day period, the pending distribution will be rejected.

NOTE: Assessment Work Managers can only file a pending distribution where the Assessment Work Manager is the common link between different owners.

Event ID: 301238

Transaction ID: 11258 2

Assessment Work Report Number: 26

**Image 23:** Confirmation of assessment work report submission and tracking Event ID, Transaction ID, and Report number assigned to the submission in MLAS.

- Your Work report has been submitted successfully (number 1 on Image 23).
- The work report submission has been assigned an Event ID, a transaction ID, and an Assessment Work Report Number (number 2 on Image 23).
- Click on 'Dashboard' at the bottom left of the screen (number 1 on the Image 24) to go back to your dashboard.

Supporting Documentation

Submitted Documents:

Name	Document Type	Attached By	Upload Date
<a href="#">Report_42A10SE2019.pdf</a>	Technical Report	John Smith (40000478)	2018-03-22
<a href="#">Receipts.pdf</a>	Expense Verification	John Smith (40000478)	2018-03-22

← Dashboard 1

**Image 24:** Navigation button on MLAS to go back to the Dashboard.