

# Directive 5 - Work Reporting

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

## 5.2 Submit Report of Work on Crown Land

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

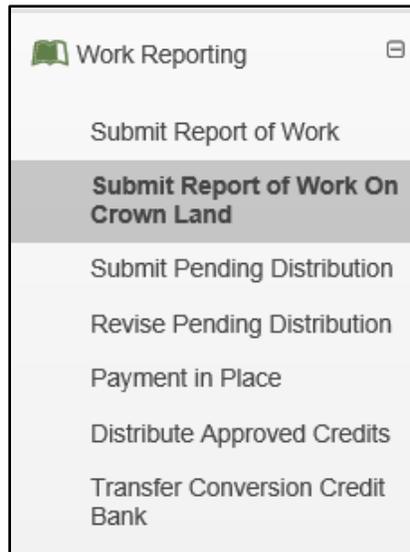


**Receipts required:** supporting receipts and invoices must be provided with your assessment work report.

**Credit amount for Crown land submissions:** all costs other than labour costs for grass roots prospecting will be credited at 50%.

**Double Credits for grass roots prospecting:** Labour costs for grass roots prospecting performed on Crown land will be credited at 100%. Report the actual cost (at 100%) in MLAS. It will automatically be adjusted by the system to be at 50%. When it is approved, the appropriate adjustment to the credits will be made, in accordance with O. Reg. 65/18.

### To start a Report of work on Crown Land Submission



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

Select 'Work Reporting' and 'Submit Report of Work on Crown Land' from left menu to report work performed on unpatented mining claims before their staking or registration and for work performed on the surrounding Crown Land (see Image 1).

## 1. Create Submission

Submit Report Of Work On Crown Land

1 Create Submission 2 Input Mining Rights 3 Input Cost Details 4 Summary 5 Confirmation

User Information

External User: John Smith (40000478) Submitted For: ? 413551 (Required)

Data Entry Date: 2018-03-24

Create Submission

Saved Drafts

Draft ID	Submitter	Created Date	Last Saved Date	Saved By	Reference Identifier	
19	GREAT EXPLORATION LTD. (413551)	2018-03-24	2018-03-24	John Smith (9195)		Delete

Dashboard

**Image 2:** 'Create Submission' form for a Crown land 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 that 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).
- Select 'Dashboard' (number 5 on Image 2) if you do not wish to create a submission.

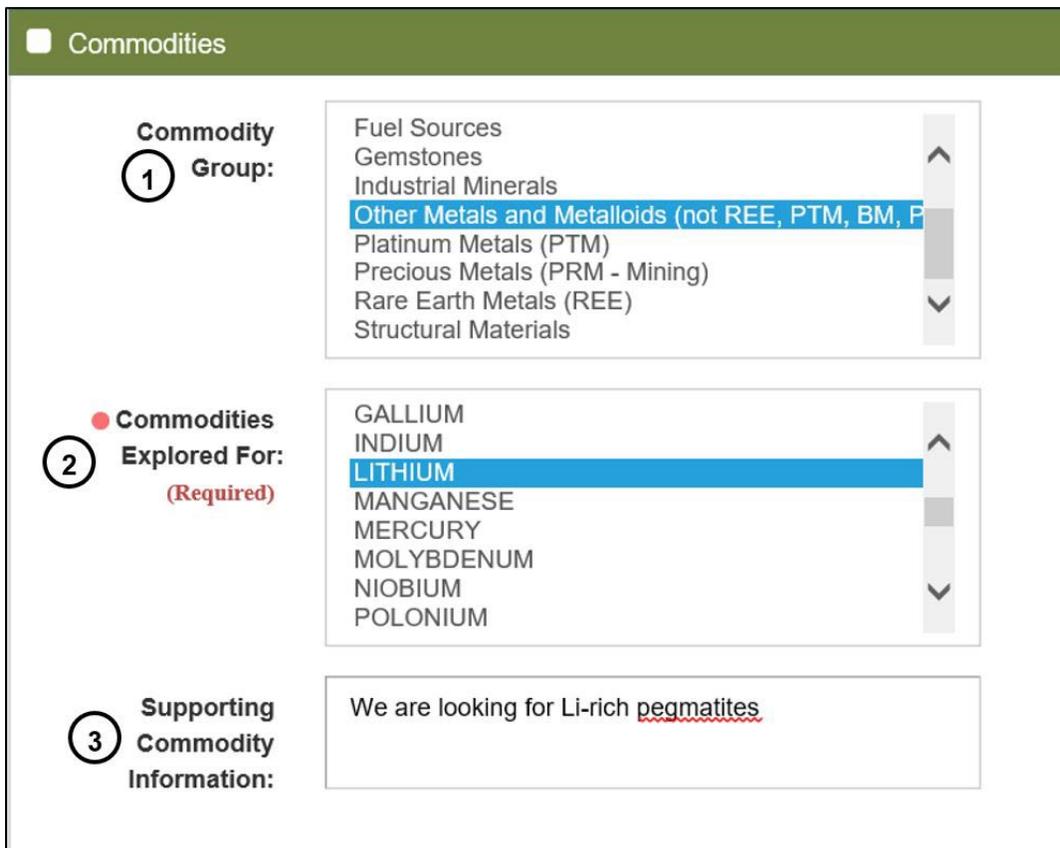
## 2. Input Mining Rights

- Enter Assessment Work Period



**Image 3:** Assessment Work period entry for a Crown land 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).
- Commodities



**Image 4:** Commodity entry for a Crown land assessment work report submission in MLAS.

- Select a commodity group from the drop-down list (number 1 on Image 4). To select more than one group press the control key and hold while clicking on the groups.
- The commodity selection in the next list will reflect the group(s) selected.
- Select commodities from 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.

- Include information you think is important about the commodity(ties) you are exploring for in the 'Supporting Commodity Information' text box (number 3 on Image 4).
- Mining Claims where Assessment Work was Performed

Mining Claims where Assessment Work was Performed

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

1  
● Tenure Numbers:  
(Required)

338864, 139298


2

**Image 5:** Unpatented mining claims entry for a Crown land assessment work report submission in MLAS.

- Identify the unpatented mining claim in the 'Tenure Numbers' text box (number 1 on Image 5). Use a comma-separated list, or select them with the map selection tool (click on the map icon - number 2 on Image 5).
- Supporting Documentation

Supporting Documentation

Attach
1

(Required)

Uploaded Documents:

Name	Document Type	Attached By	Upload Date	Action
Report.pdf	Technical Report <span style="font-size: 24px; border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	John Smith (40000478)	2018-03-24	Remove <span style="font-size: 24px; border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>
Map.pdf	Map	John Smith (40000478)	2018-03-24	Remove
Receipts.pdf	Expense Verification	John Smith (40000478)	2018-03-24	Remove

**Image 6:** Supporting documentation entry for a Crown land assessment work report submission in MLAS.

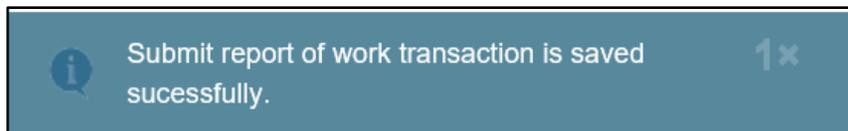
- Click on 'Attach' (number 1 on Image 6) to open required support documentation.
  - Note:** a technical report and a map are mandatory for all assessment work reports on Crown land.
    - Select the necessary supporting documents and expense verifications documents (receipts and invoices) for your 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.
- Click 'Remove' (number 3 on Image 6) if you wish to delete any attached document.
- Click 'Back' (number 1 on Image 7) if you wish to change any details captured at the 'Create Submission' step. Any information entered in the current step will be deleted.



**Image 7:** Navigation and save buttons in MLAS.

- Click 'Save' (number 2 on Image 7) 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 you screen, as seen below:



**Image 8:** Pop-up confirmation that a draft of the Crown land assessment work report submission has been saved in MLAS.

- Click 'Next' (number 3 on Image 7) to move to the 'Input Cost Details' step.

### 3. Input Cost Details

- Add Exploration Activities

Exploration Activities

No exploration activity, please click **Add Exploration Activity** to add exploration activity.

1

**Total Exploration Actual Cost: \$0.00**

**Total adjusted Credit: \$0.00**

**Image 9:** Exploration activity entry for a Crown land assessment work report submission in MLAS.

**Add Exploration Activity Work Type**

2

Work Type:

**Confirm** **Cancel**

please click **Add Exploration Activity** to add exploration activity.

**Image 10:** Work type selection for a Crown land assessment work report submission in MLAS.

- Click on 'Add Exploration Activity' (number 1 on the Image 9) and select a work type from the drop-down list (number 2 on Image 10).

**Table 1:** Work types and work subtypes selection in MLAS for work performed on Crown land

Work type	Work Subtype
Prospecting	Grass Roots Prospecting
Regional Ground Exploration	Regional Sampling Program
Regional Airborne Geophysical Survey	Regional Airborne Magnetics
	Regional Airborne Electromagnetics
	Regional Airborne Gravity
	Regional Airborne Radiometrics
	Other Regional Airborne Geophysics
Regional Remote Sensing Imagery	Regional Imagery
	Regional LiDAR

- Eligible work types and associated survey types for report of work on Crown Land are listed in Table 1 below.

**Image 11:** Work type detail entry for a Crown land assessment work report submission in MLAS.

- The selected work type will appear in a table. Select a survey type from the drop-down list (number 1 on Image 11).
- Select a 'From Date' (number 2 on Image 11) to indicate when the survey type started.
- Select a 'To Date' (number 3 on Image 11) to indicate when the survey type ended.
- Indicate a 'Unit of Work' (number 4 on Image 11) 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' (cot per unit) (number 5 on Image 11) 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 11) to indicate the full cost of performing the survey type.
  - The next column, 'Adjusted Credit', is calculated by the system, and will adjust the cost down to 50% of the actual cost.
- Click on 'Add Work Type Detail' to add more rows for the same work type, (number 7 on Image 11) and proceed as above.

- If there is more than one type of Exploration Activity, click on 'Add Exploration Activity' (number 8 on Image 11) and proceed as above.
  - To remove Work type rows, click on 'Remove Work Type Detail' (number 9 on Image 11).
- Click on 'Add Associated Cost', if there are any associated costs, (number 1 on Image 12), and select a type of cost in the drop-down list (number 2 on Image 13).

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

The screenshot shows the 'Exploration Activities' interface. At the top right is a button 'Add Exploration Activity'. Below it is a table with the following data:

Work Type	Survey Type (Required)	From Date (Required)	To Date (Required)	Unit Type	Unit of Work (Required)	Cost/Unit (Required)	Actual Cost (Required)	Adjusted Credit	
Prospecting	Prospectin	2017-09-05	2017-09-10	#Field Days	per day	200	1000	\$500.00	Add Work Type Detail
Subtotal							\$1,000.00	\$500.00	Remove Work Type Detail

Below the table, there is a message: 'No associated cost, please click **Add Associated Cost** to add associated cost.' The 'Add Associated Cost' button is circled with the number 1.

At the bottom, it shows: 'Total Exploration Actual Cost: \$1,000.00' and 'Total adjusted Credit: \$500.00'.

**Image 12:** Associated cost entry for a Crown land assessment work report on MLAS.

The screenshot shows the 'Add Associated Cost Type' dialog box. The title is 'Add Associated Cost Type'. Below the title is a label 'Associated Cost Type:' followed by a dropdown menu showing 'Assays'. The dropdown menu is circled with the number 2. At the bottom right of the dialog box are two buttons: 'Confirm' and 'Cancel'. Below the dialog box, the background interface shows the same data as in Image 12: '2017-09-05', '2017-09-10', '#Field Days', 'per day', and '200'.

**Image 13:** Associated cost selection for a Crown land assessment work report in MLAS.

Cost Type	From Date (Required) <b>1</b>	To Date (Required) <b>2</b>	Unit Type	Unit of Work (Required) <b>3</b>	Cost/Unit (Required) <b>4</b>	Actual Cost (Required) <b>5</b>	Adjusted Credit	<b>6</b>	
Personal Transportation	2017-09-05	2017-09-10	Total km	km	0.50	142	\$71.00	<b>6</b>	
Food/Lodging	2017-09-05	2017-09-10	#Field Days	per night	85.24	426	\$213.00		
Food/Lodging	2017-09-05	2017-09-10	#Field Days	all food	322.51	323	\$161.50		
<b>Subtotal</b>							\$891.00	\$445.50	<b>7</b>

**Image 14:** Associated cost details entry for an assessment work report in MLAS.

- Select a 'From Date' (number 1 on Image 14) to indicate when the associated cost started.
- Select a 'To Date' (number 2 on Image 14) to indicate when the associated cost ended.
  - Cost incurred more than a year before the registration of an unpatented mining claim is not eligible for assessment work credit.
  - The cost incurred after the registration of an unpatented mining claim on that specific unpatented mining claim should be submitted separately, using the 'Submit Report of Work' menu item on the left.
  - The cost incurred on Crown land after the registration of an unpatented mining claim is not eligible for assessment work credit.
- Indicate the 'Unit of Work' (number 3 on Image 14) 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 14) to identify the cost for one unit (e.g.: input 120 if the cost per unit is \$120 per night).
- Enter the 'Actual Cost' (number 5 on Image 14) to indicate the full incurred associated cost.
  - The next column, 'Adjusted Credit', is calculated by the system, and will adjust the cost down to 50% of the actual cost.
- If there is more than one Associated Cost, click on 'Add Associated Cost' (number 6 on Image 14) and proceed as above.
- To remove Associated Cost rows, click on 'Remove Associated Cost' (number 7 on Image 14).

- Complete Mineral Tenure Reserves

Total Exploration Actual Cost: \$1,892.00

Total adjusted Credit: \$946.00 **3**

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**Mineral Tenure Reserves**

Tenure Number	Mining Right Type	Number of Units	Exploration Work Expenses	
139298	Boundary Cell Mining Claim	1	434 <b>1</b>	Add Mining Right Delete Mining Right
338864	Boundary Cell Mining Claim	1	512	Delete Mining Right
<b>2</b> Total			\$946.00	

**Image 15:** Mineral Tenure reserves entry for a Crown land assessment work report in MLAS.

- The unpatented mining claim numbers that were identified at the 'Input Mining Rights' step will be listed in the Mineral Tenure Reserves table.
- Enter the costs for the work performed on each unpatented mining claim in the 'Exploration Work Expenses' column (number 1 on Image 15).  
**Note:** the credits for work performed on Crown land (that has not been registered) can be spread as wished on the reported unpatented mining claims.
  - Ensure that the Total in the Mineral Tenure Reserves table (number 2 on Image 15) is equal to the 'Total Adjusted Credit' reported above in the 'Exploration Activities' section (number 3 on Image 15).
- Select 'I Agree' in the drop-down list (number 1 on Image 16) to answer the following: "I hereby acknowledge that I have read and understand and accept the stated terms and conditions".

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

**(Required)**

I agree  **1**

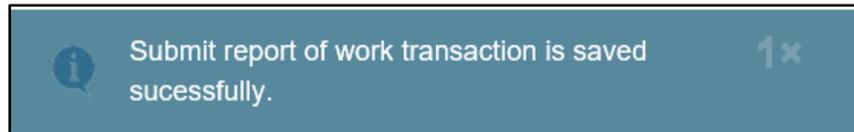
**Image 16:** Terms and conditions acknowledgement in MLAS.

- Click 'Back' (number 1 on Image 17) if you wish to change any details captured at the 'Create Submission' step. Any information entered in the current step will be deleted.

← Back **1** **2** Save **3** Next →

**Image 17:** Navigation and save buttons in MLAS.

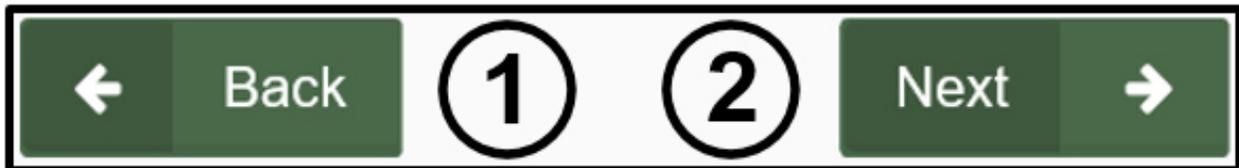
- Click 'Save' (number 2 on Image 17) to save any completed work. Once you have saved, you may close and the submission draft will be saved when you reopen 'Submit Report of Work' from left menu.
- **Note:** this step may take some time depending on the size of the submission. Once the draft is saved successfully a pop-up message will be displayed at the bottom right of you screen, as seen in image 18.



**Image 18:** Pop-up confirmation that a draft of the Crown land assessment work report submission has been saved in MLAS.

- Select 'Next' (number 3 on Image 17) to move to the 'Input Cost Details' step.

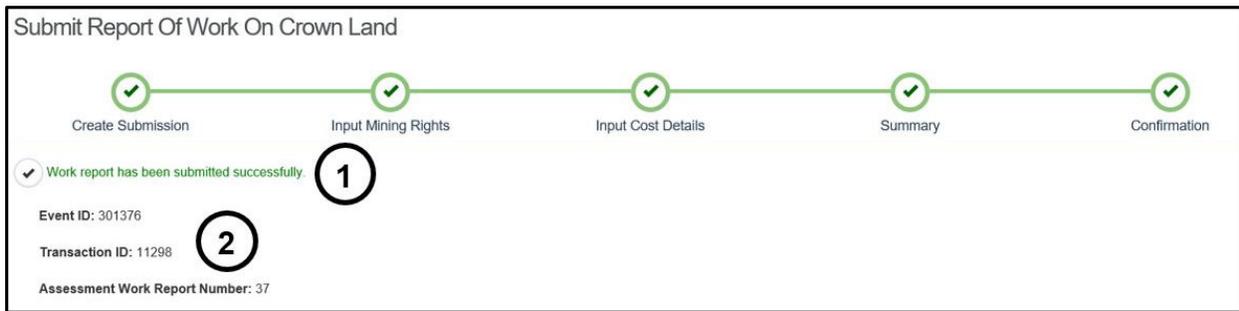
#### 4. Summary



**Image 19:** Navigation buttons in MLAS.

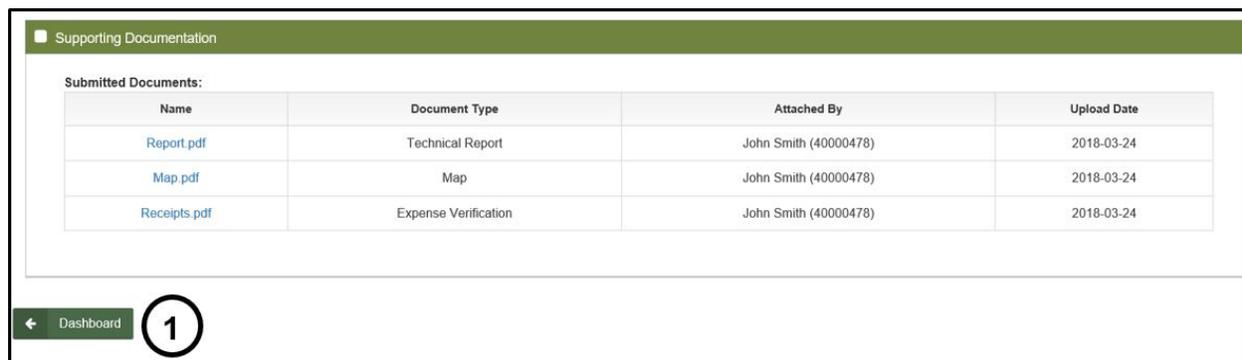
- Review the Summary Page.
- Click 'Back' (number 1 on Image 19) if you wish to change any details captured at the 'Input Cost Details' step.
- Click 'Next' (number 2 on Image 19) to submit your work report, and move to the 'Confirmation' step.

## 5. Confirmation



**Image 20:** Confirmation of a Crown land assessment work report submission and tracking Event ID, Transaction ID, and Report number assigned to the submission in MLAS.

- Your assessment work report has been submitted successfully (number 1 on Image 20). The assessment work report submission has been assigned an Event ID, a transaction ID, and an Assessment Work Report Number (number 2 on Image 20).
- Click on 'Dashboard' at the bottom left of the screen (number 1 on Image 21) to go back to your dashboard where a confirmation notice will be posted.



**Image 21:** Navigation button on MLAS to go back to the Dashboard.