



Registry Tip

Confirming and/or querying submitted volumetric data in the Registry

Release/Revision Date	Location of change in this document	Comment
April 23, 2003		Initial Release

Audience: All stakeholders

Purpose: This tip outlines how clients should confirm and/or query the volumetric data they submitted to the Registry.

Key Principle: Clients can confirm or query their volumetric data in the Registry by using the *Query Volumetric Submissions* menu item.

Note: Users should NOT use the *Edit Volumetric Submissions* menu item when querying or confirming what volumetric data is in the Registry.

Edit Volumetric Submissions displays data already in WIP (if it exists), or the Registry data (if no WIP data exists). Clients must be aware of what data they are viewing.

If clients go into *Edit Volumetric Submissions* to see if their submission is complete/balanced, the screen it defaults to is the facility view. Changing the view to Summary, to see their balancing, causes the Registry to SAVE TO WIP. This results in a submission in WIP when one may not have existed before. The only way to then get rid of this WIP entry is to submit it to the Registry or delete it, via WIP maintenance.

Procedures: Clients should use the *Query Volumetric Submissions* menu item to query or confirm their volumetric data in the Registry.

If a change is required to the volumetric data, clients can select Save to WIP on the Query Screen and the data will be saved to WIP and change the screen to *Edit Volumetric Submissions*.



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Note: All data needs to be submitted or removed using the WIP maintenance function or it will remain in WIP.

More Information:

Please contact the Registry Service Desk.