Updates to

Municipal Support Information System

User Training Manual for External Users

This document is meant as a companion to the MSIS User Guides available at **https://www.gov.nl.ca/ti/mi/msis/**.

Its purpose is to provide training on the ongoing improvement currently underway to the Municipal Support Information System (MSIS). Only information relevant to external users has been provided.

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Application Form

Applicant Information Section Changes:

I. The Contact section been updated to remove the following fields:
    - **Address Line 1**
    - **Address Line 2**
    - **Town/City**
    - **Province**
    - **Postal Code**
    - **Fax Number**

Application Form

Project Information Section Changes:

I.   The following changes have been included:
- **Resolution of Council Passed** Yes/No question has been removed.
- **Resolution of Council Date** is required to submit the application.
- **Application Date** will be display only.
  - The initial Application Date will be set to the first Save for Later Date (when application # is created) and then updated/replaced when submitted (original and resubmit).
- **Applicant Priority** will have the following rules applied when there are multiple MCW applications for an applicant in the same year.
  - When a MCW application is being submitted MSIS checks that there are no other MCW applications in a status of 'Submitted' or 'Reviewed' for that year with the same priority (1-9 only).
    - On submit, if the priority # has already been used for that year display an error message indicating that an application already exists for the same year with this priority.
  - Applicant can have multiple applications with a priority of 10.
  - Rejected & Withdrawn – will free up the priority number used for other applications in the same application year.
  - Reviewed & Submitted – priority number used on these applications is locked out for that application year.

Project Information ▾

A short identifier for the project which should include the location and type of work. Ex. 2011 Street Paving Program on Main Street

Project Title: *	Application Form Changes		
Application Date:	2023-09-06	**Resolution of Council Date:** *	2023-08-07
Applicant Priority: *	3		

Select your category based on the main objective of the project.

Project Category: *	Breakwaters - Sea Walls	**Cost Share Ratio (P/M):**	70/30

Application Form

Project Information Section Changes (cont.):

I.   The following changes have been included:
- **Problem Description** has been renamed to **Problem Definition**
  - The helper text previously available on the **External** site has been replaced with 'Define your infrastructure need; Who needs what, and why? Outline the age and current condition of infrastructure.' and moved above the text box.
- **Project Description/Abstract** has been renamed to **Project Description**
  - The helper text previously available on the **External** site has been replaced with 'Outline the proposed infrastructure approach to solve your identified problem definition.' and moved above the text box.

- Both fields above now allow 4000 characters to be entered
- The new helper text is now available to both **External** & **Internal** MSIS.

Problem Definition: 3926 characters remaining
Define your infrastructure need; Who needs what, and why? Outline the age and current condition of infrastructure.
waves are massive now with the more powerful hurricanes reaching our area.

Project Description: 3942 characters remaining
Outline the proposed infrastructure approach to solve your identified problem definition.
Build bigger and stronger sea walls to keep the water out.

Application Form

Project Information Section Changes (cont.):

I. The following changes have been included:
    - The **Public/Private Partnership?** section; including the radio buttons and Partners section has been removed
    - For the **Regionalization Project?** Section
        - If 'Yes' is selected, a new text box with the title 'How will the regional partner communities fund and operate the asset?' is displayed
            - It allows 2000 characters and is required when 'yes' is selected.
        - For each selected community, the population will display.
    - A **Total Population** line will display at the bottom of the communities added with the total of the populations.

Application Form

Project Screening Criteria Section Changes:

I. The following changes have been included:
    - A new Screening Criteria question '**Do you receive MYCW**' with 'Yes/No' radio buttons has been added.

Application Form

Project Costs Section Changes:

I. The following changes have been included:
- A question '**What funding sources are you willing to accept (pick one only)?**' with the following options.
  - **PROV(MCW only)**, **FED/PROV**, **ANY**
- In the Project Cost Estimate (including HST) section:
  - Both **Equipment** and **Town Forces** have been removed from this section
    - These fields will display if the application being viewed had information entered in the field.
  - A new field **Contingency** has been added under **Prime Consultant** and will be included in **Project Total ($)**
  - A new field **Escalation** has bee added under **Contingency** and will be included in **Project Total ($)**

Project Costs Section Changes (cont.):

I. The following changes have been included:
- The fields listed below have been removed:
- **GST rebate ($)**
- **HST rebate ($)**
- **Municipal Cost Share ($)**
- **Provincial Cost Share ($)**

Application Form

PROJECT SUMMARY TAB FOR APPROVED PROJECTS

Project Costs updates in other areas of MSIS:

I. Additional changes are required in other areas of MSIS to reflect the updates to Project Costs for an application.
- **Project Summary tab**
  - In the Budget Allocation section:
  - A new field **Contingency** has been added under **Construction** and will be included in **Totals**
  - A new field **Escalation** has bee added under **Contingency** and will be included in **Totals**
  - **Council Costs** will now only include the **Other** amount from the Application Project Costs.
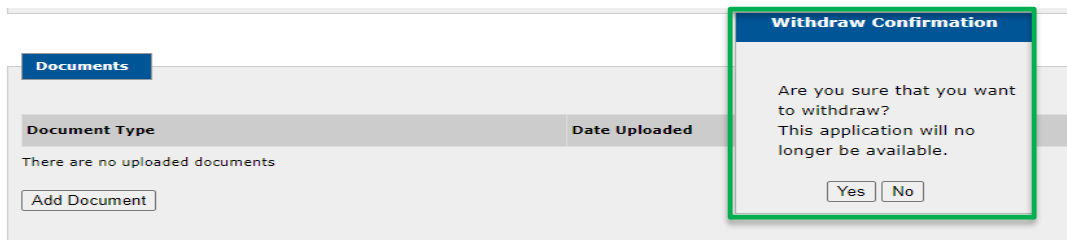
Budget Allocation		
	Original Allocation	**Contract Number**
Consultant	$152,000.00	
		CS0
Construction	$1,000,000.00	
Contingency	$75,000.00	
Escalation	$100,000.00	
Council Costs	$0.00	
Non-Shareable	$0.00	
Totals	$1,327,000.00	
Current Approved Budget (Project Costing):	$0.00	

Application Resubmit

APPLICATIONS : REASSIGN AN APPLICATION

- In the August 2021 update, a PR could Reassign an Application back to the external user. In that update, only Documents could be altered.

- In this update, reassigning an application will allow the editing of the entire application as seen in the slides above, with the exception of the Program and Year.

- PRs should send an email to the users who have submitted the Application stating why the application was sent back and the details missing. External users do not have dashboard.

- Updating the Project Category will update the application Cost Share Ratio, financial calculations based on the ratio and Project Screening Criteria based on the selected Project Category.

- When the Applicant makes the required changes and submits, other areas of MSIS will be updated to reflect the changes made to the Application.

Withdraw an Application

- Only the Applicant or a Director can withdraw an application.

  - A applicant can withdraw an Application that they do not want to be considered in the current application call. This will change the status of the Application to 'Withdrawn'.

  - A Director can also withdraw an application that was keyed by the applicant or keyed by internal staff on behalf of an applicant.

- An Application can only be withdrawn when the current status of the application is 'In Progress' or 'Submitted'.

- A popup will be displayed to confirm whether you are sure you want to Withdraw the application with the option to cancel.

- Once withdrawn, the application cannot be edited or submitted.

APPLICATIONS : WITHDRAW AN APPLICATION

- A new Application Status of 'Withdrawn' is available in the Application Status dropdown.

- Any internal user can search for Applications with a 'Withdrawn' status but are restricted from making any changes to the Application when it is in 'Withdrawn' status.

APPLICATIONS : WITHDRAW AN APPLICATION

Applicants will notice a new Application status 'Withdrawn' on their MSIS dashboard and on the Application tab.

Increase Uploaded File Size

- MSIS now allows the file size for any documents being uploaded to be 15 MB for both Internal and External users.
- If the file size exceeds the 15 MB size limit, MSIS displays the message 'File Size Exceeds Limit of 15 MB' and the file is not uploaded.

Limit Uploaded Filenames to 125 Character

- MSIS now restricts the filename size for any documents being uploaded to 125 characters for both Internal and External users.
- If the filename exceeds the 125 character limit, MSIS displays the message 'File Name Exceeds Limit of 125 Characters' and the file is not uploaded.
- Note that during testing we discovered that '&' saves as 'and' so a file name of 124 or 125 characters where one is an ampersand (&) will save but may cause an issue for opening the file.

PCA Updates to Schedules

BUILDINGS AND TREATMENT FACILITIES SCHEDULE

Schedule II Changes:

I. **Programming Advisory Services** has been moved to the first item under **Basic Services**.
II. **Proposal/Tendering & Contract Award** has been renamed to **Tendering and Contracts Award**.
III. The two fields below have been removed but will still display for any historical PCAs that had data entered in those fields.
- **Design Services – Segregated Construction Contracts**
- **Construction Management – Multiple Contracts**

Schedule II (Buildings and Treatment Facilities)

Description :* building test

	Original Total	Change Orders	Total Overall Amount
Basic Services:			
Programming Advisory Services	$5,000.00	$1,000.00	$6,000.00
Concept Design	$2,525.00	$0.00	$2,525.00
Design Development	$500.00	$0.00	$500.00
Contract Documents	$1,000.00	$0.00	$1,000.00
Tendering and Contracts Award	$500.00	$0.00	$500.00
Contract Administration	$1,500.00	$0.00	$1,500.00
Project Completion Phase and Project Record Drawings	$200.00	$0.00	$200.00

FOR BOTH WATER, SEWER & MUNICIPAL ROADS AND BUILDINGS AND TREATMENT FACILITIES SCHEDULES

Schedule II Changes (cont.):

IV. A new **Commissioning** field has been added.

V. There are now 3 **Other** fields available with an associated description that will allow 100 characters.

Other Additional Services			
Commissioning	$500.00	$0.00	$500.00
Resident Services during Construction	$1,250.00	$0.00	$1,250.00
Prime Consultant Project Expenses for Above Services	$250.00	$0.00	$250.00
Other:			
01234567890123456789012345678901234567 8	$1,000.00	$0.00	$1,000.00
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
Total Basic and Other Service Fees	$14,225.00	$1,000.00	$15,225.00

FOR BOTH WATER, SEWER & MUNICIPAL ROADS AND BUILDINGS AND TREATMENT FACILITIES SCHEDULES

Schedule II Changes (cont.):

III. A new **Reimbursable Expenses** section has been added after the **Total Basic and Other Service Fees** section.

Under the **Reimbursable Expenses** Section the information below will be captured:

Meals, **Travel**, **Accommodation**, and **Permits** with a description field allowing 100 characters

Total for section includes **Total Reimbursable Expenses**.

IV. Total Service Fee (Less HST) has been updated to include Total Reimbursable Expenses.

V. MSIS displays a message 'Please enter a description and dollar value for <Other or Permits>' when a descriptions is entered without an amount or vice versa.

Total Basic and Other Service Fees	$0.00	$0.00	$0.00
Reimbursable Expenses:			
Meals	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00
Accomodation	$0.00	$0.00	$0.00
Permits:			
	250.00 Please enter a description and dollar value for Permits	$0.00	$0.00
Total Reimbursable Expenses	$0.00	$0.00	$0.00
Total Additional Reimbursable Allowance (From Schedule III)	$0.00	$0.00	$0.00
Total Service Fee (Less HST) (Total Schedules II + III)	$250.00	$0.00	$0.00
HST	$37.50	$0.00	$0.00
Total Service Fee (Including HST)	$287.50	$0.00	$0.00

PCA Updates to Schedules

FOR BOTH WATER, SEWER & MUNICIPAL ROADS AND BUILDINGS AND TREATMENT FACILITIES SCHEDULES

Schedule III Changes:

I.   An **Additional Reimbursable Allowances** heading has been added above **Site Surveys.**
II.   There are now 6 **Other** fields available with an associated description that will allow 100 characters.
III. MSIS displays a message 'Please enter a description and dollar value for <Other>' when a descriptions is entered without an amount or vice versa.

Schedule III (Water, Sewer and Municipal Roads)			
Additional Reimbursable Allowances:			
Site Surveys	$0.00	$0.00	$0.00
Geotechnical Investigations	$0.00	$0.00	$0.00
Materials Testing	$0.00	$0.00	$0.00
Asphalt Extractions	$0.00	$0.00	$0.00
Concrete Testing	$0.00	$0.00	$0.00
Compaction Testing	$0.00	$0.00	$0.00
Water Main Leakage Detection	$0.00	$0.00	$0.00
Sewer Main Infiltration Detection	$0.00	$0.00	$0.00
Other:			
	$0.00	$400.00	$400.00
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
Total Additional Reimbursable Allowances	$0.00	$400.00	$400.00

PCA Updates to Schedules

BUILDINGS AND TREATMENT FACILITIES SCHEDULES

Schedule III Changes:
I.   A new **Testing** section has been added under **Materials Testing.**
     Under this section there are three rows to allow testing details to be entered with a description field allowing 100 characters.
II. **Treatment Process Piloting** has been renamed to **Process Piloting**. (Buildings and

Schedule III (Buildings & Treatment Facilities)

Additional Reimbursable Allowances:			
Site Surveys	$0.00	$0.00	$0.00
Geotechnical Investigations	$0.00	$0.00	$0.00
Materials Testing	$0.00	$0.00	$0.00
Testing:			
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
Water Main Leakage Detection	$0.00	$0.00	$0.00
Sewer Main Infiltration Detection	$0.00	$0.00	$0.00
Process Piloting	$0.00	$0.00	$0.00

PCA Updates - External

External MSIS updates:

- External MSIS will display the newly updated schedules for the schedule type being viewed.
- External MSIS will not display an 'Add' or 'Save' PCA button, preventing an external user from trying to Add or Save a PCA.

PCA Tab – Summary Section

PCA Summary Section Changes:
I. 'Total ($)' column renamed to 'Revised Total'.
II. Revised Total amount has been updated to equal the 'Total Service Fee (Including HST)' amount from the 'Total Overall Amount' column in the Schedule II section for Water, Sewer and Municipal Roads or Buildings and Treatment Facilities.

PCA Summary

Prime Consultant	Revised Total	Description
Dynamic Engineering Limited	131169.00	Cabot & Cormack St. Watermain Upgrades

Schedule II (Water, Sewer and Municipal Roads) ▲

Description* Cabot & Cormack St. Watermain Upgrades

Basic Services:	Original Amount	Change Orders	Total Overall Amount
Preliminary Engineering	$8,800.00	$0.00	$8,800.00
Design and Contract Documents	$19,500.00	$0.00	$19,500.00
Tendering and Contracts Award	$4,150.00	$0.00	$4,150.00
Contract Administration	$8,490.00	$0.00	$8,490.00
Project Completion Phase and Project Record Drawings	$8,420.00	$0.00	$8,420.00
Other Additional Services:			
Resident Services during Construction	$49,350.00	$0.00	$49,350.00
Prime Consultant Project Expenses for Above Services	$8,150.00	$0.00	$8,150.00
Other	$0.00	$0.00	$0.00
Total Basic and Other Service Fees	$106,860.00	$0.00	$106,860.00
Total Additional Reimbursable Allowance (From Schedule III)	$5,000.00	$2,200.00	$7,200.00
Total Service Fee (Less HST) (Total Schedules II + III)	$111,860.00	$2,200.00	$114,060.00
HST	$16,779.00	$330.00	$17,109.00
Total Service Fee (Including HST)	$128,639.00	$2,530.00	$131,169.00

PCA Tab – Summary Section

PCA Summary Section Changes:

I. A new 'Description' column has been added to display the 'Description' details captured in the Schedule II section for either the Schedule II Water, Sewer and Municipal Roads or Schedule II Buildings and Treatment Facilities.

II. This allows the user to see the Schedule description at a glance without have to drill down to the Schedule details by selecting the Prime Consultant name.
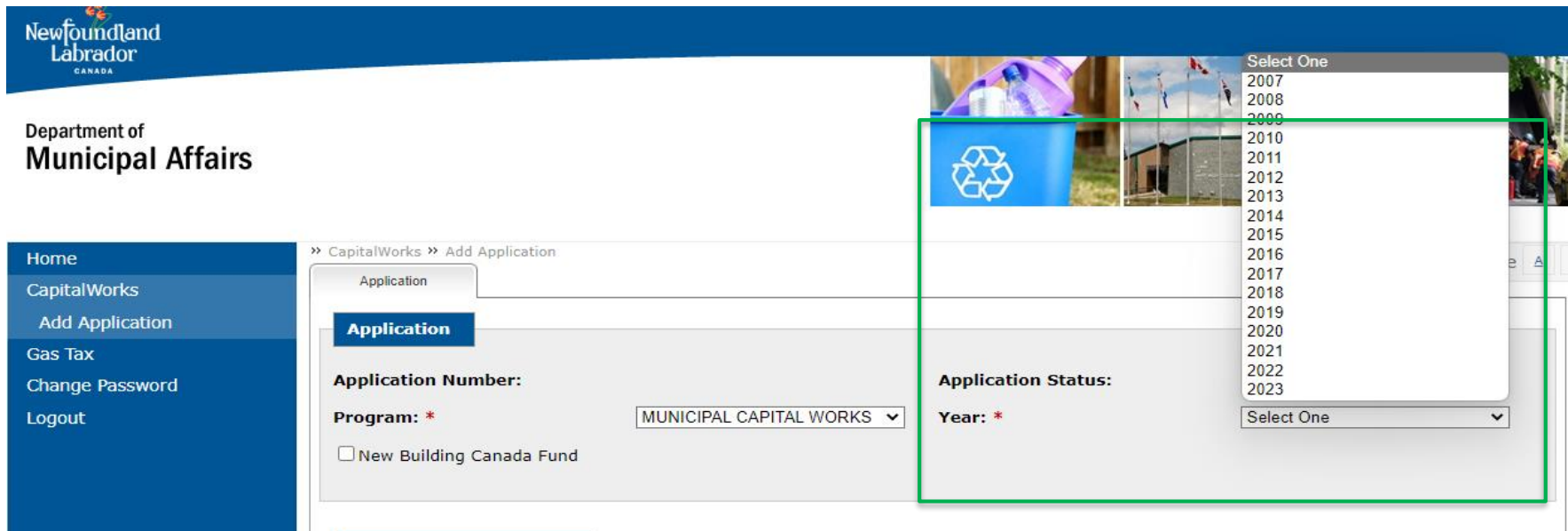
Application Year Sorting

Application Section Changes:
I.   The 'Year' selection drop down field has been sorted.

Change Order Values

Previously once a Change Order was started by a Project Representative, the value of the Change Order would immediately become a part of the contract or revised contract total on some tabs and locations within MSIS.

Now MSIS consistently shows Change Order values as NOT part of the contract total when in a Pending Approval or Rejected status. When the Regional Engineer turns a Change Order to the Approved status, the contract values are updated throughout.

Summary Tab Value Impacts:
  I.   Budget Allocation – Revised Contract (HST Included) for impacted contract/consultant.
  II. Expenditures to Date – Contract Total (HST Included) for impacted contract/consultant.

Budget Allocation

	Original Allocation	Contract Number	Contract	Revised Contract (HST Included)	Approval Date
Consultant	$0.00				
		CS0	Core Engineering Inc.	$57,500.00	2021-10-29
Construction	$100,000.00				
		CP2	Water Co	$10,000.00	2021-10-29
Council Costs	$0.00				
Non-Shareable	$0.00				
Totals	$100,000.00			$67,500.00	

Current Approved Budget (Project Costing): $0.00   Balance Available from Budget: $-67,500.00

Expenditures To Date

Contract	Contract Total (HST Included)	% Complete	Total Approved to Date	Available Balance	Estimate to Complete	Variance
Core Engineering Inc.	$57,500.00	2	$1,000.00	$56,500.00	$0.00	$56,500.00
Water Co	$10,000.00	0	$0.00	$0.00	$0.00	$0.00
Totals	$67,500.00		$1,000.00	$56,500.00	$0.00	$56,500.00

Change Order Values

Status Report Tab Value Impacts:

    I.   Add Monthly Costs – Contract Total (Orig. + CO's)($) for impacted contract/consultant.

    II.   Cash Flow – Total Awarded Contracts.

Change Order Values

PCA Tab Value Impacts:

    I.   Change Orders values.

    II.   Total Overall Amount values.

Note: The Total ($) next to each Prime Consultant under the PCA Summary section has always and still continues to show only the original contract value.

Schedule II (Water, Sewer and Municipal Roads)

Description* — Water Test

Basic Services:	Original Amount	Change Orders	Total Overall Amount
Preliminary Engineering	$0.00		$0.00
Design and Contract Documents	$0.00		$0.00
Tendering and Contracts Award	$0.00		$0.00
Contract Administration	$0.00		$0.00
Project Completion Phase and Project Record Drawings	$0.00		$0.00
Other Additional Services:			
Resident Services during Construction	$0.00		$0.00
Prime Consultant Project Expenses for Above Services	$0.00		$0.00
Other	$50,000.00		$50,000.00
Total Basic and Other Service Fees	$50,000.00		$50,000.00
Total Additional Reimbursable Allowance (From Schedule III)	$0.00		$0.00
Total Service Fee (Less HST) (Total Schedules II + III)	$50,000.00		$50,000.00
HST	$7,500.00		$7,500.00
Total Service Fee (Including HST)	$57,500.00		$57,500.00

Schedule III (Water, Sewer and Municipal Roads)

Site Surveys	$0.00		$0.00
Geotechnical Investigations	$0.00		$0.00
Materials Testing	$0.00		$0.00
Asphalt Extractions	$0.00		$0.00
Concrete Testing	$0.00		$0.00
Compaction Testing	$0.00		$0.00
Water Main Leakage Detection	$0.00		$0.00
Sewer Main Infiltration Detection	$0.00		$0.00
Other	$0.00		$0.00
Total Additional Reimbursable Allowances	$0.00		$0.00

Back Button

- For all internal and external users, a new 'Back' button is added to Applications and Projects. It can be found in the bottom left of various tabs.

- When pressed, this button will take the external user from within an Application or Project back to the list of Applications and Projects for that Owner, typically a Municipality or Local Service District.

- Any altered information will be lost if Back is pressed before selecting Save for Later or Submit, depending on the tab options.

Back

Application Resubmit Status

- A PR can send an Application back to the user who created it by clicking on the 'Reassign' button. A mandatory 'Reason for Resubmission' comment box will need to be populated with a reason as to why the Application is being reassigned back to the applicant prior to selecting the 'Reassign' button. This will change the status of the Application to 'Resubmit'.

- PRs are also expected to send an email to the users who have submitted the Application stating why the application was sent back and the details missing. The only reason at this time to Reassign an Application is if there are missing documents.

Application Resubmit Status

- Applicants will notice a new Application status 'Resubmit' on their MSIS dashboard and on the Application tab.

Application Resubmit Status

- The applicant will see the details of the reassignment including the date, who reassigned the application and the Application date prior to the reassignment in the read only 'Reason for Resubmission' field when the Application is selected from the list of Applications on the Capital Works screen.

- The applicant can Submit the Application once changes are complete. The Application Date will update to the new submitted date. Note: the only changes permitted to the Application are the addition or deletion of documents when the Application status is 'Resubmit'. See update Application Delete Documents.

Application Rejected Status

- A new Application Status of 'Rejected' can be seen in the Application listing.

- Rejected will appear when MI staff have completed their review and the application has not been selected for funding.

- Historical applications that were not selected for funding will remain as Submitted or Reviewed.

Application Delete Documents

- A new delete button is added to Applications which allows users to delete a document which was uploaded by **the same user**.
  - Documents uploaded before hitting submit. (Application status: In Progress)
  - Documents uploaded after hitting submit but 'Resubmitted' by the PR. (Application status: Resubmit)

Show Character Limit

Application: number of characters remaining

Problem Description:	999 characters remaining
d	

As the user types in, various fields on an application will display the number of characters remaining for the field. This number shows the characters (including spaces) that can be updated in that particular field .

Show Character Limit

Application: fields showing characters remaining

Application Tab Name	Section	No.of characters available
Application	Problem Description	1000
	Project Description/Abstract	1000
	Details	500
	Sources	500
	Other Benefits	500

The above table shows the number of characters available on various fields (under different tabs) of an application.

Show Character Limit

Projects: number of characters remaining

Problem Description:	999 characters remaining
d	

As the user types in, various fields on an projects will display the number of characters remaining for the field. This number shows the characters (including spaces) that can be updated in that particular field .

Show Character Limit

Projects: fields showing characters remaining

Project Tab Name	Section	No.of characters
Status Report	Consultant comments	500
	Comments	4000

The above table shows the number of characters available on various fields (under different tabs) of a Project.

Prevent Timeout When Active and Alert Users of Timeout

MSIS: time out warning
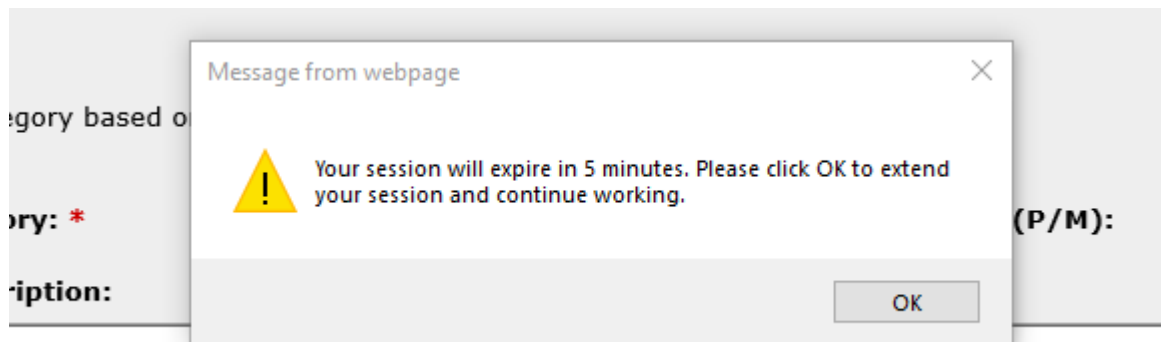
If the screen is not used for 15 minutes, MSIS will warn with a pop up stating that the users will be logged out in 5 minutes.
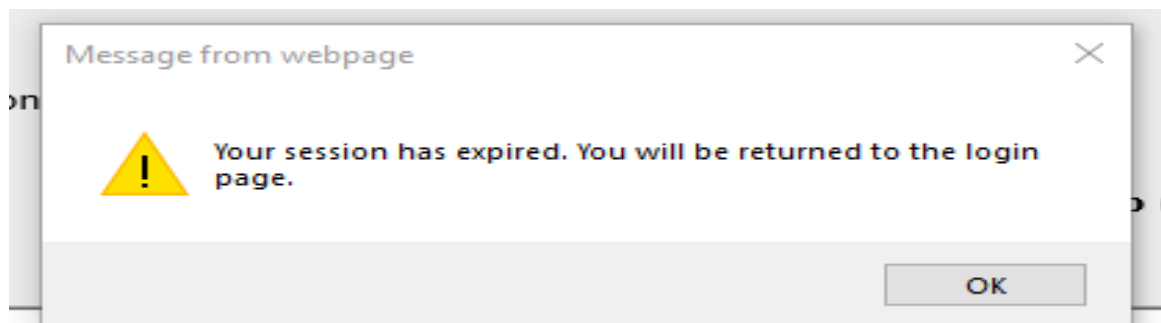
If the screen is not used for the next 5 minutes or the OK button on the warning pop up is not clicked, MSIS will be logged out and display the above message.

MSIS: time out warning

Message from webpage

⚠ Your session will expire in 5 minutes. Please click OK to extend your session and continue working.

OK

1. If the user tries to click anywhere else on the screen other than on the OK button above, the popup will not go away.

2. MSIS does not consider completing information on a tab as 'active'. Typically, a screen refresh from moving between tabs, or performing an action from an available button (Cancel, Save for Later, Submit, etc) will restart the logout cycle. MSIS will logout in 20 minutes even if the user is adding comments for that long.

Display Application Number of Project Summary Page

When a user opens up a project on MSIS , the application number associated with the project is available under Project Information in the summary tab.

Project Title on Main Page

Applications				
Application Number	**Project Title(s)**	**Applicant Name**	**Application Date**	**Application Status**
AP-MCW-21438	A1 Water - Basic Infrastructure Test Application	Appleton	2022-01-13	Submitted
AP-MCW-21439	A2 Waste - Distribution Systems Test Application	Appleton	2022-01-13	Submitted
AP-MCW-21440	B1 Wastewater - Basic Infrastructure	Appleton	2022-01-13	Reviewed
AP-MCW-21441	B2 Wastewater - Sanitary Sewage Collection Systems Test Application	Appleton	2022-01-13	Submitted
AP-MCW-21442	C1 Water/Wastewater Test Application	Appleton	2022-01-13	Reviewed

A new column 'Project Title(s)' is added to the Applications and Projects sections of the main Applicant page.
For Multi Year Capital Works applications with multiple project titles, all project titles will be displayed. E.g. Main road 2016 • Sewer Upgrade • Lift Station Replacement

Upload .kml Files

Consultants and Towns will have the ability to upload & download .kml files from applications.
To add a .kml file, select the Document Type, Browse for the file you want to include and then click the Upload button. You may experience an error or issue if you do not complete these steps in order, e.g. forgetting to click the Upload button.

For these and other locations where files can be uploaded, the Upload button does not always grey out when the file is uploaded.

Status Report Rollback

Status Report #	Period Ending	Total	Less Rebate	Amount Less Rebate	Status	
SR000019	2020-09-18	$0.00	$0.00	$0.00	Pending	
SR000017	2020-09-18	$100.00	$9.32	$90.68	Resubmit	

A new status for Project Status Reports is introduced. If a PSR is reassigned to the Consultant/Town by the Municipal Infrastructure Project Representative, the PSR status will change from 'Pending ' to 'Resubmit' .This status will reflect that a particular PSR submitted by the Town or Consultant needs an update.

PRs are advised to contact the Consultant or Town directly when a PSR is rolled back.

Status Report Rollback

- When a PSR is in the Resubmit status, the Consultant or Owner can Add additional Documents and make edits to the fields. Once the PSR is submitted again, the status will change to "Pending" and it will not be possible to edit it further.
- Previously uploaded documents CANNOT be deleted.
- At this time, resubmitting the updated PSR does not check for changes in the contract total. Meaning, that rolling back a PSR to the Owner is not a work around for approving change orders that were included on a PSR for payment. Owners are to submit change order requests to the PR outside of MSIS before submitting a PSR for which they would like a payment. Owners can see if the contract value has been altered before submitting a PSR.

Application Date Updated When Submitted

- Previously, the Application Date is the date when it is given it's AP number after the first time Save for Later is used.

- Now when the Application status changes to Submitted, the Application Date will update to the date of submission if different from the Save for Later/Pending date.

- The Application Date also updates with an applications status changes from Resubmit to Submitted. See update Application Resubmit Status.

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