



Government  
of  
Saskatchewan

Integrated Justice Services  
Access and Privacy Branch

User Manual  
Access to Information Statistical Tracking System

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# User Manual

## Access to Information Statistical Tracking System

Date: June 28, 2021

## **ACCESS TO INFORMATION STATISTICAL TRACKING SYSTEM**

The Government of Saskatchewan Statistical Tracking System has been developed to collect access to information statistics under *The Freedom of Information and Protection of Privacy Act*. The URL for the Statistical Tracking System is: <https://foistats.gov.sk.ca/>

The statistics collected are compiled into the Annual Report under this legislation, which is located on the Publications Saskatchewan website: <https://publications.saskatchewan.ca/#/categories/266>

This User Manual is a step-by-step guide on how to enter statistics and run reports within the Tracking System. It can be accessed by clicking the *Help* button within the Tracking System.

The Access and Privacy Branch will create accounts in the Tracking System where portal users will be assigned to the government institutions for which they will be reporting. This could be one or more, depending on what other organizations fall under the government institution.

Authorized portal users will submit quarterly statistics for the following periods:

- Quarter 1 – April 1 to June 30
- Quarter 2 – July 1 to September 30
- Quarter 3 – October 1 to December 31
- Quarter 4 – January 1 to March 31

Once quarterly statistics have been finalized, the system locks the information so that no further changes can be made. If additional information must be added after a quarter has been finalized or if you have questions, contact the Access and Privacy Branch.

Telephone: (306) 798-4159

Email: [accessprivacyjustice@gov.sk.ca](mailto:accessprivacyjustice@gov.sk.ca)

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## 1. CONTEXT

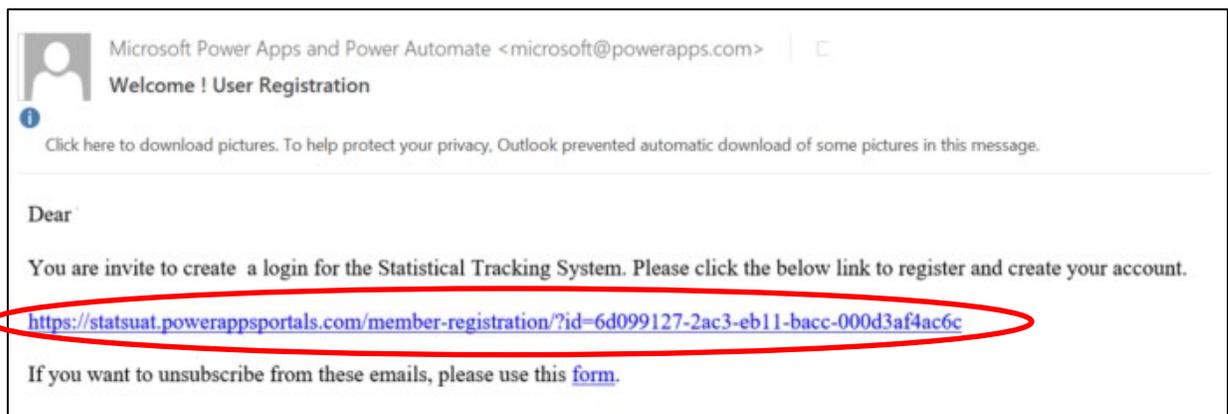
This User Manual defines the high-level business flow, navigation needs and features portal users need to understand for successful implementation of the Statistical Tracking System.

## 2. SCOPE

This User Manual is to assist portal users of the Tracking System in submitting quarterly access to information statistics under *The Freedom of Information and Protection of Privacy Act*.

## 3. HOW TO LOGIN TO THE STATISTICAL TRACKING SYSTEM

- The URL for the Tracking System is: <https://foistats.gov.sk.ca/>
- The system will generate a welcome email, which will be sent to the portal users' Government of Saskatchewan email address.
- Click the link in the email to advance to the Tracking System.



- The URL noted above will advance portal users to the following screen. Click *Sign In*.
- This User Manual can be accessed by clicking *Help*.

**Saskatchewan** | Application Summary Report | My Submissions | Home | Services ▾ | About us | Q | **Sign in**

## Access and Privacy Branch

Welcome to the Government of Saskatchewan Statistical Tracking System. From this page, users can enter access to information statistics under The Freedom of Information and Protection of Privacy Act. Access is restricted to authorized users.

To begin, select Sign in and enter your information.

If you require assistance, click the Help Button. For further assistance, contact the Access and Privacy Branch at (306) 798-4159.

**Help**

- After clicking *Sign In*, the following Membership Registration screen will appear the first time the system is accessed.
- Enter the desired Password. Write the password down and save the link to the Tracking System for future reference.
- Once the Password has been entered and confirmed, click *Login*.

## Member Registration

**Summary**

**CONTACT INFORMATION**

**Email**

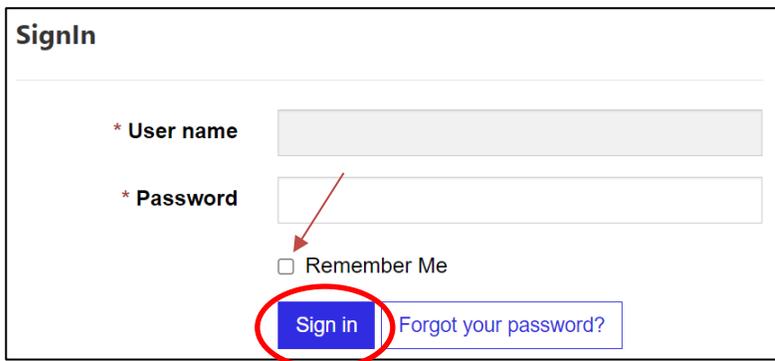
**User Name**

**Password**

**Confirmed Password**

**Login**

- Once the password has been set up, the following screen will appear the next time the system is accessed.
- The User Name is the GOS email and the Password is the one which was created when setting up the member registration.
- Enter the User Name and Password.
- Select *Remember Me* so that the system will recognize the user information the next time the system is accessed.
- To access the system in future, click inside the *User Name* field, where the email address will appear. Click to select.
- Click inside the *Password* field, where the system will recognize and add the password. Click to select.
- Click *Sign In*.



The image shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- \* User name** (Label) next to a text input field.
- \* Password** (Label) next to a text input field.
- Remember Me (Checkbox)
- Sign in** (Button) - circled in red.
- [Forgot your password?](#) (Link)

A red arrow points from the 'Remember Me' checkbox to the 'Password' field.

#### 4. HOW TO CHOOSE A GOVERNMENT INSTITUTION

- If you enter statistics for only one government institution, click *Continue Login* and the system will advance to that government institution's statistical reporting section.



The screenshot shows a web form titled "Choose Institute". Under the "Information" section, there is a label "Institute" above a text input field containing "ZZZ Institution". To the right of the input field are two small icons: a blue square with a white 'x' and a blue square with a white magnifying glass. Below the input field, a blue button labeled "Continue Login" is circled in red.

- If you enter statistics for more than one government institution, click the  to choose the government institution you wish to report on.
- All the government institutions you are responsible for reporting on will be included in this section.
- You must be in the relevant government institution's reporting area prior to entering statistics for that particular one.



The screenshot shows the same "Choose Institute" form. In this version, the magnifying glass icon to the right of the "ZZZ Institution" input field is circled in red. The "Continue Login" button is also visible at the bottom right of the form.

- Choose the government institution you wish to report on by clicking to the left of its name.
- Click *Select* and *Continue Login* (as noted on page 7).

<input checked="" type="checkbox"/> Account Name ↑	Email	Main Phone	Account Number	Primary Contact	Address 1: City
<input type="checkbox"/> Co-operative Securities Board					
<input type="checkbox"/> Executive Council					
<input type="checkbox"/> Milk Control Board					
<input type="checkbox"/> Social Services					
<input checked="" type="checkbox"/> ZZZ Institution					

- To switch to a different government institution or begin entering submissions for a different Year/Quarter, click *My Submissions*.
- To select a different government institution, follow the process on page 7.

Application Summary Report **My Submissions** | Home | Services ▾ | About us | Q | ▾

Home > Choose Institute

## Choose Institute

**Information**

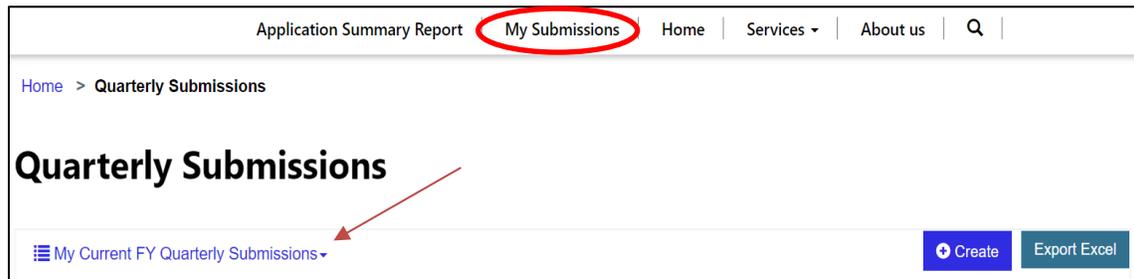
**Institute**

ZZZ Institution

## 5. HOW TO ADD A QUARTERLY SUBMISSION

### Select a Year and Quarter

- When a quarter has been submitted/finalized, the system will automatically create the following quarter. This is also the case in quarter 4, where quarter 1 of the following year will be automatically created.
- To enter statistics for the following quarter, click *My Submissions* and click *My Current FY Quarterly Submissions*. This will show the most recent statistics that have been entered.
- **NOTE:** The first quarter of 2021/2022 will already appear in the Tracking System to begin entering statistics.



- In the example below, quarter 1 (Q1) statistics for 2020/2021 have been Submitted and quarter 2 (Q2) statistics for 2020/2021 still must be submitted (noted as In Progress).
- Q2 was created when Q1 was finalized.
- In this example, to submit Q2 statistics for 2020/2021, click *2020/2021 Q2*.

### Quarterly Submissions

☰ My Current FY Quarterly Submissions ▾ Create Export Excel

Financial Year	Financial Quarter	Status Reason	Institution	General Applications Entered This Quarter	Personal Applications Entered This Quarter
2020/2021	Q2 : 2020/2021	In Progress	ZZZ Institution		
2020/2021	Q1 : 2020/2021	Submitted	ZZZ Institution	0	0

- **NOTE:** There are two other reporting options available under *My Current FY Quarterly Submissions* - *My Quarterly Submissions* and *All Quarterly Submissions* show all quarterly submissions that have been made for the selected government institution. Click the dropdown arrow beside *My Current FY Quarterly Submissions* to access the other two. For more information on the other two reporting options, see the Review Quarterly Submissions section.

- Once the relevant quarter has been selected, the following screen will appear.
- To submit one or more applications for this period, click *New Application* to add the details.

### General

**Financial Year \***  
2020/2021

**Institution \***  
ZZZ Institution

**Name \***  
2020/2021 - Q2 : 2020/2021 - ZZZ Institution

**Financial Quarter \***  
Q2 : 2020/2021

**Submitted By \***

**Status**  
In Progress

Press Submit/Finalize to submit your quarterly statistics. Please note that once you press submit, you can no longer add or edit your stats for this quarter. Please verify before submitting.

General Applications Entered This Quarter

Personal Applications Entered This Quarter

#### Applications

Application # ↑	App Type	App Carried Previous	Added To This Quarter	App Carried Next	Applications Completed	Application Time Frame	Subtracted From This Quarter	Fees Estimated	Fees Collected
There are no records to display.									

#### Reports

Note Text

There are no notes to display.

Submit NIL Applications

Submit/Finalize

New Application

- To go back to the previous screen, click *Back*.

## Quarterly Submissions

Back

### General

**Financial Year \***  
2020/2021

**Institution \***  
ZZZ Institution

**Name \***  
2020/2021 - Q2 : 2020/2021 - ZZZ Institution

**Financial Quarter \***  
Q2 : 2

**Submitted By \***

**Status**  
In Progress

- **Create** button: This button was originally added to enter statistics for multiple periods. As the following quarter is automatically created by the system when the previous quarter has been submitted/finalized, there should be no need to use this button.
- **Export Excel** button: This button can be used to download the data from this screen into an Excel spreadsheet.

### Quarterly Submissions

My Current FY Quarterly Submissions ▾ + Create   Export Excel

Financial Year	Financial Quarter	Status Reason	Institution	General Applications Entered This Quarter	Personal Applications Entered This Quarter
2020/2021	Q2 : 2020/2021	In Progress	ZZZ Institution		
2020/2021	Q1 : 2020/2021	Submitted	ZZZ Institution	0	0

### Enter a New Application

- Click **New Application** to add one or more applications.
- The details of each application must be entered separately.

#### General

Financial Year \* 2020/2021 [x] [Q]

Institution \* Advanced Education [x] [Q]

Name \* 2020/2021 - Q1 : 2020/2021 - Advanced Education

Financial Quarter \* Q1 : 2020/2021 [x] [Q]

Submitted By \*

Status In Progress

Press Submit/Finalize to submit your quarterly statistics. Please note that once you press submit, you can no longer add or edit your stats for this quarter. Please verify before submitting.

General Applications Entered This Quarter: 0

Personal Applications Entered This Quarter: 0

#### Applications

Application # ↑	App Type	App Carried Previous	Added To This Quarter	App Carried Next	Applications Completed	Application Time Frame	Subtracted From This Quarter	Fees Estimated	Fees Collected
There are no records to display.									

Submit NIL Applications   Submit/Finalize   **New Application**

- Enter the relevant information into the fields shown below.
- **Fees Estimated/Collected:** If there are no fees Estimated/Collected, leave these two fields blank. If you have entered an amount in either Fees Estimated or Fees Collected and carried the application forward to the following quarter, the system will not allow the adding of additional Fees Estimated and/or Fees Collected. For example, if you entered Fees Estimated and carried forward the application, you will not be able to re-enter Fees Estimated in the following quarter – but you will be able to add Fees Collected.
- **Adding Exemptions:** When choosing anything other than Granted, an exemption under FOIP must be chosen. To choose an exemption, type the number of the exemption in the *Sections* field. The system will populate with the options available under that particular section number. Add the applicable exemption(s) by clicking on them. If one is selected in error, click the X to the right of the section number to delete it.
- **Abandoned Applications:** If the application was Abandoned, choose exemption 7.1(1).
- **Disregarded Applications:** If the application was Disregarded, choose one or more of the following exemptions: 45.1(2)(a), (b) or (c).
- **Withdrawn Applications:** If the application was Withdrawn by the applicant, there is no need to choose an exemption.
- Once each section has been completed, click *Save*.

**New Application**

**General**

Application #  App Type \*

**Fees**

Fees Estimated Previously  No  Yes

Fees Collected Previously  No  Yes

Fees Estimated

Fees Collected

**Added to This Quarter**

Received This Quarter

Carried Forward From Prev Quarter

**Subtracted From This Quarter**

Transferred

Withdrawn

Carried Forward To Next Quarter

Abandoned

Disregarded

Not Applicable

**Applications Completed Action Taken**

Access Granted

Access Denied

Access Partially Denied

FOI Not Required

Records Do Not Exist

Records Could Not Be Found

**Application Time Frames**

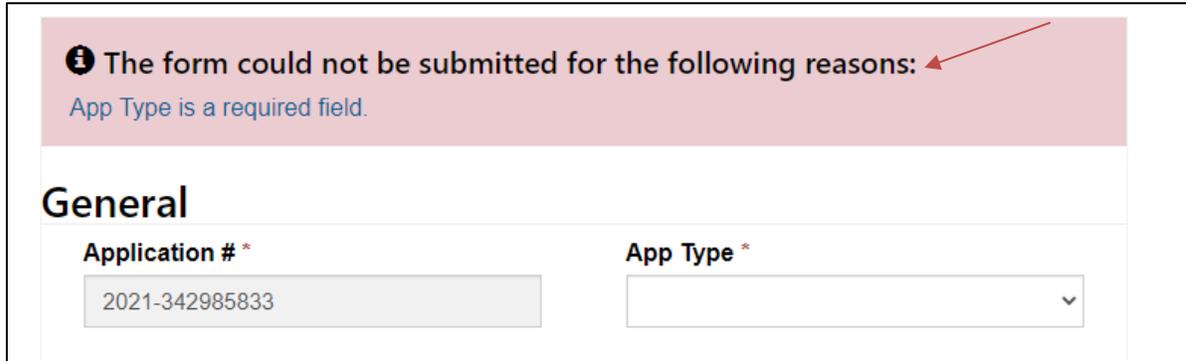
Processed Within 30 Days

Processed 31 - 60 Days

Processed > 60 Days

## Error Message if Information is Missing

- If the form is missing any required information, an error message will advise what must be entered.



**i** The form could not be submitted for the following reasons:  
App Type is a required field.

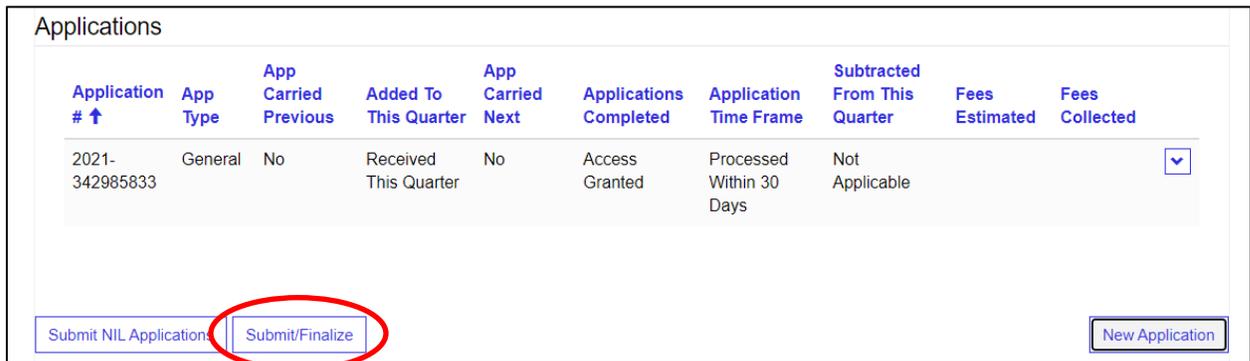
### General

**Application # \*** **App Type \***

2021-342985833

## Finalize Quarterly Submission

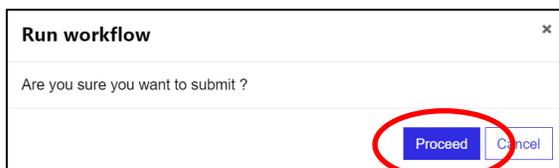
- Once all applications have been added, to finalize the quarterly submission, click *Submit/Finalize*.
- **NOTE:** Once *Submit/Finalize* is clicked, the system locks the information so that no further changes can be made. If additional information must be added after the quarter has been finalized, contact the Access and Privacy Branch to request that the status be changed from *Submitted* to *In Progress*. Once the information has been added, the quarterly statistics must be resubmitted by the portal user. There is no need to contact the Access and Privacy Branch to advise of this as the system will recognize that the quarterly statistics have been re-finalized.



Application # ↑	App Type	App Carried Previous	Added To This Quarter	App Carried Next	Applications Completed	Application Time Frame	Subtracted From This Quarter	Fees Estimated	Fees Collected
2021-342985833	General	No	Received This Quarter	No	Access Granted	Processed Within 30 Days	Not Applicable		

Submit NIL Application **Submit/Finalize** New Application

- When *Submit/Finalize* is selected, the system will confirm whether you wish to submit.
- Click *Proceed*.



**Run workflow** x

Are you sure you want to submit ?

**Proceed** Cancel

- Once you have submitted your stats, a green banner will appear at the top of the screen which indicates “Quarterly Statistics are Submitted Successfully”. If the statistics did not submit successfully, an error message will appear showing what information needs to be added.
- The Submit/Finalize button at the bottom of the screen will disappear once you have clicked Submit/Finalize. This locks the statistics so that no further changes can be made. For information on how to edit the statistics once they have been finalized, review the section entitled Edit a Submitted/Finalized Quarter.

**Edit, Delete or Add the Details of a Carried Forward Application**

- Edit an application: Click the down arrow to the right of the relevant application. Click *Edit*, make the changes and then click *Submit*.
- Delete an application: Click the down arrow to the right of the relevant application. Click *Delete* and click *Delete* again. This will permanently delete the application. NOTE: You cannot delete an application that has been carried forward from the previous quarter.
- Add details of a carried forward application: When an application has been carried forward from the previous quarter, click *Edit*, add the details and then click *Save*. The system will not allow you to finalize the quarterly statistics until you have added the details of all applications that have been carried forward. If the details are not entered, an error message will appear when clicking Submit/Finalize. If an application that has been carried forward from the previous quarter is being carried forward to the following quarter, select *Carried Forward to Next Quarter*.

Applications									
Application # ↑	App Type	App Carried Previous	Added To This Quarter	App Carried Next	Applications Completed	Application Time Frame	Subtracted From This Quarter	Fees Estimated	Fees Collected
test	General	No	Received This Quarter	No	Access Granted	Processed Within 30 Days	Not Applicable		

## Submit a Nil Response

- If the government institution has received no access to information requests, a nil submission must be entered for each quarterly submission where this occurs.
- Click *Submit NIL Applications*.

**General**

Financial Year \*  
2020/2021

Financial Quarter \*  
Q1 : 2020/2021

Institution \*  
Advanced Education

Submitted By \*

Name \*  
2020/2021 - Q1 : 2020/2021 - Advanced Education

Status  
In Progress

Press Submit/Finalize to submit your quarterly statistics. Please note that once you press submit, you can no longer add or edit your stats for this quarter. Please verify before submitting.

General Applications Entered This Quarter: 0

Personal Applications Entered This Quarter: 0

Applications

Application # ↑	App Type	App Carried Previous	Added To This Quarter	App Carried Next	Applications Completed	Application Time Frame	Subtracted From This Quarter	Fees Estimated	Fees Collected
There are no records to display.									

Submit NIL Applications | Submit/Finalize | New Application

- When *Submit NIL Applications* is selected, the system will confirm whether you wish to submit.
- Click *Proceed*.

**Run workflow**

Are you sure you want to submit NIL Applications ?

Proceed | Cancel

- When a NIL response has been submitted, the reporting function will create a nil response for both the personal and general application types. The Quarterly Submissions Report will appear as follows, with no application number or additional details and a 0 in both categories.

General Applications Entered This Quarter: 0			Personal Applications Entered This Quarter: 0							
<b>Applications</b>										
App#	App Type	App Carried Previous	Added to This Quarter	App Carried Next	Applications Completed	Application Time Frame	Subtracted from This Qtr.	Fees Est.	Fees Collected	Exemption Section
	General	No	Received This Quarter	No			Not Applicable	\$0.00	\$0.00	
	Personal	No	Received This Quarter	No			Not Applicable	\$0.00	\$0.00	

## Edit a Submitted/Finalized Quarter

- Once quarterly statistics have been finalized, the system locks the information so that no further changes can be made.
- If additional information must be added after a quarter has been submitted/finalized, contact the Access and Privacy Branch to request that the quarterly status be changed from *Submitted* to *In Progress*.

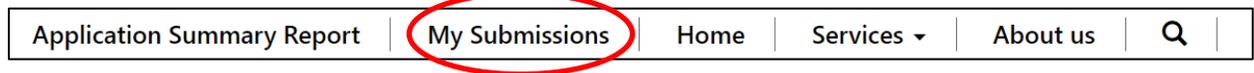
Telephone: (306) 798-4159

Email: [accessprivacyjustice@gov.sk.ca](mailto:accessprivacyjustice@gov.sk.ca)

- Once the information has been added, the quarterly statistics must be resubmitted by the portal user.
- There is no need to contact the Access and Privacy Branch to advise of this as the system will recognize that the statistics have been re-finalized.

## Review Quarterly Submissions

- To review the quarterly submissions that have been previously entered for a government institution, choose the particular government institution (as noted on page 7).
- Click *My Submissions*.



- Under *My Current FY* (Financial Year) *Quarterly Submissions*, there are three options:



1. My Current FY Quarterly Submissions – This will show the current year’s submissions;
2. My Quarterly Submissions – This will show all quarterly submissions;
3. All Quarterly Submissions – This will also show all quarterly submissions.

- Once the preferred option is chosen, the following screen will appear. Click the the *Year dropdown arrow* to sort the statistics by year.
- Status - Submitted: If the status is *Submitted*, the statistics for that quarter have been submitted and the information cannot be changed unless the Access and Privacy Branch is contacted to have the status changed from *Submitted* to *In Progress*.
- Status - In Progress: If the status is *In Progress*, the quarterly submission still needs to be submitted/finalized for that period.
- To review the statistics for a specific quarter, click on the relevant *Year/Quarter*.

**Quarterly Submissions**

All Quarterly Submissions- Create Export Excel

Financial Year	Financial Quarter	Status Reason	Institution	Submitted By	General Applications Entered This Quarter	Personal Applications Entered This Quarter
2020/2021	Q1 : 2020/2021	In Progress	ZZZ Institution		1	0
2018/2019	Q1 : 2018/2019	In Progress	ZZZ Institution			
2017/2018	Q2 : 2017/2018	Submitted	ZZZ Institution		1	2
2017/2018	Q3 : 2017/2018	Submitted	ZZZ Institution		1	1
2017/2018	Q4 : 2017/2018	Submitted	ZZZ Institution			1

## 6. REPORTING – QUARTERLY SUBMISSIONS REPORT

- The Quarterly Submissions Report shows what has been entered in a specific Year/Quarter. The information is refreshed each time changes are made to the statistical reporting period.
- To run this report, select the Year/Quarter for the relevant government institution as noted in the Review Quarterly Submissions section.
- Below the Applications section, the report will appear in Word format.
- Click *Quarterly Submissions Report* to download the report.
- See Appendix A for an example of this report.

Applications

Application # ↑	App Type	App Carried Previous	Added To This Quarter	App Carried Next	Applications Completed	Application Time Frame	Subtracted From This Quarter	Fees Estimated	Fees Collected
test	General	No	Received This Quarter	No	Access Granted	Processed Within 30 Days	Not Applicable		

Reports

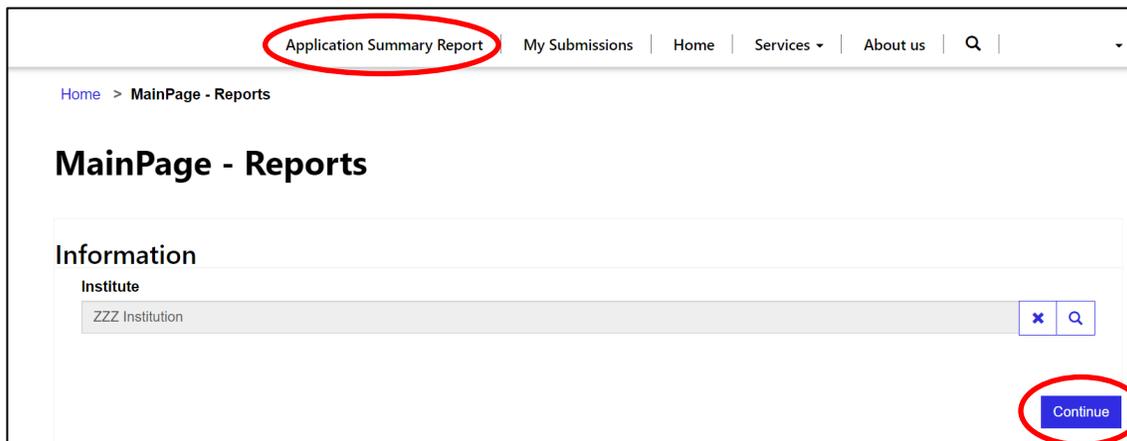
Note Text

a day ago SYSTEM

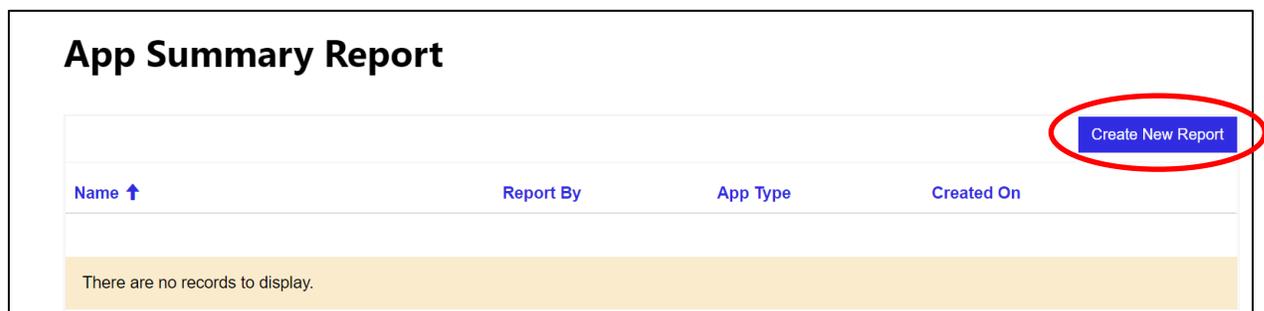
[Quarterly Submissions Report.docx \(21.23 KB\)](#)

## 7. REPORTING – APPLICATION SUMMARY REPORT

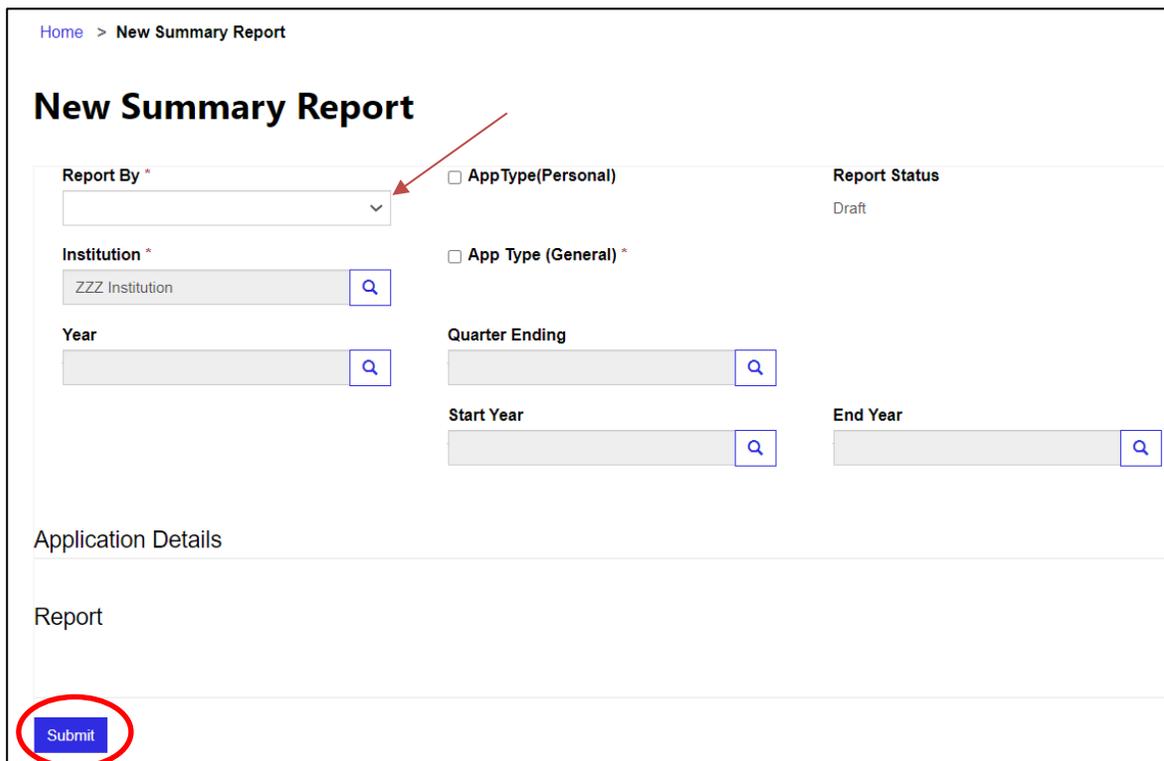
- The Application Summary Report provides a summary of the statistics that have been entered for a specific period.
- To run an Application Summary Report, click *Application Summary Report* and select the government institution by clicking on the . This will not be necessary if you only report on one government institution.
- Click *Continue*.



- On the following screen, click *Create New Report*.



- On the following screen, two reporting options are available under the *Report By* section:
  1. Year/Quarter – Shows statistics for a particular year and quarter;
  2. Year Span – Shows statistics for a particular year span.
- Select one of the above options (*Year/Quarter* or *Year Span*).
- Choose the parameters by clicking the  in each section.
- Choose the *App Type* (either Personal, General or both Personal and General combined).
- Click *Submit*.



Home > New Summary Report

## New Summary Report

**Report By** \*  
[Dropdown menu]

AppType(Personal)

**Report Status**  
Draft

**Institution** \*  
ZZZ Institution 

App Type (General) \*

**Year**  
[Search field] 

**Quarter Ending**  
[Search field] 

**Start Year**  
[Search field] 

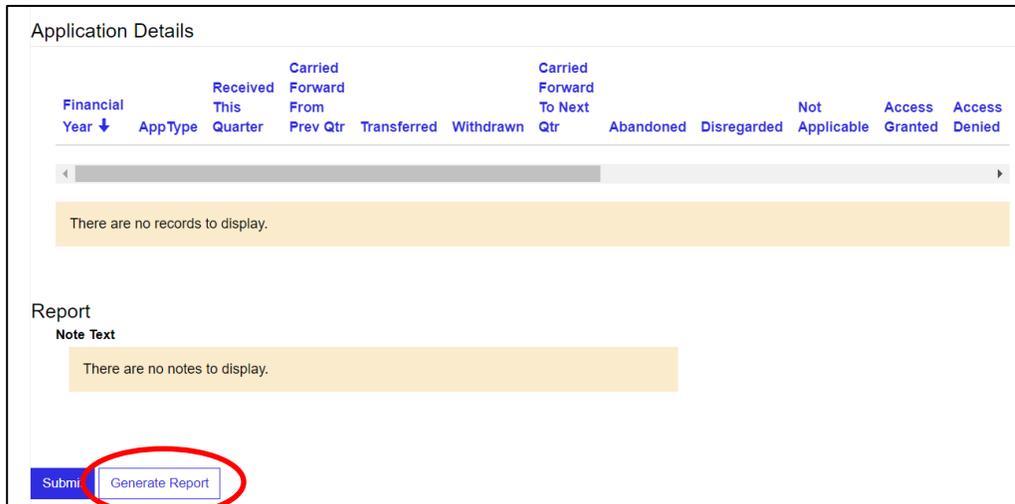
**End Year**  
[Search field] 

Application Details

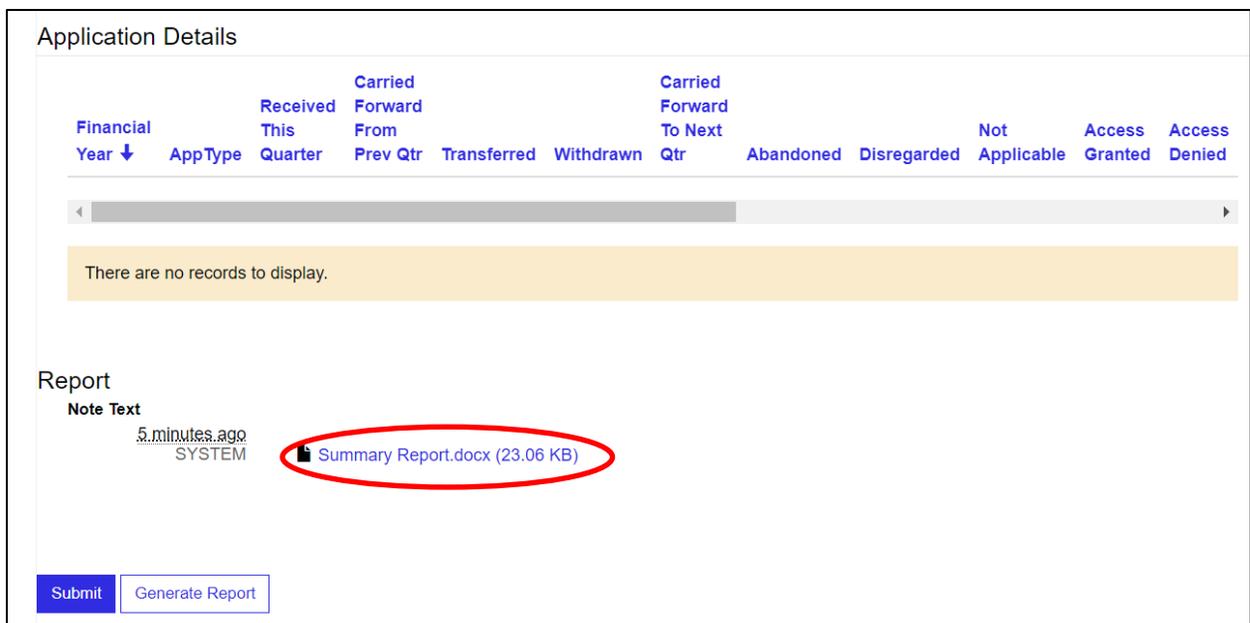
Report

**Submit**

- Once *Submit* is clicked, the *Generate Report* button will appear.
- Click *Generate Report*.
- It takes approximately five minutes for the report to be generated.



- Once five minutes have passed, click the refresh button (  ) in your browser window. Once this is done, the report will be generated.
- Click *Summary Report*, which will open the report in Word format.
- If it is preferred that the information be in Excel format, highlight the information in the Word document and copy and paste it into a blank Excel spreadsheet.
- See Appendix B for an example of this report by year span.



## APPENDIX A – QUARTERLY SUBMISSIONS REPORT EXAMPLE

### Submission Information

Financial Year: 2016/2017	Financial Quarter: Q1 : 2016/2017
Institution: ZZZ Institution	Submitted By: Lori Sabiston
Name: 2016/2017 - Q1 : 2016/2017 - ZZZ Institution	Status: Submitted
General Applications Entered This Quarter: 3	Personal Applications Entered This Quarter: 1

### Applications

App#	App Type	App Carried Previous	Added to This Quarter	App Carried Next	Applications Completed	Application Time Frame	Subtracted from This Qtr.	Fees Est.	Fees Collected	Exemption Section
Z1	General	No	Received This Quarter	No	Access Denied	Processed Within 30 Days	Not Applicable	\$100.00	\$50.00	17(1)(a),18(1)(a),18(1)(b)(i)
Z2	Personal	No	Received This Quarter	Yes			Carried Forward To Next Quarter	\$75.00		
Z3	General	No	Received This Quarter	No	Access Granted	Processed 31 - 60 Days	Not Applicable			
Z4	General	No	Received This Quarter	Yes			Carried Forward To Next Quarter	\$200.00	\$60.00	

## APPENDIX B – APPLICATION SUMMARY REPORT EXAMPLE

Report By : Year Span	App Type (General) : Yes App Type (Personal) : Yes	Institution : ZZZ Institution
	Year :	Quarter Ending :
	Start Year : 2016/2017	End Year : 2016/2017

**Added To This Quarter**

		Received This Qtr	Carried Fwd. From Prev. Qtr
2016/2017	Personal	2	2
2016/2017	General	3	0

**Subtracted From This Quarter**

		Transferred	Withdrawn	Fwd. To Next Qtr.	Abandoned	Disregarded	Not Applicable
2016/2017	Personal	0	0	2	0	0	2
2016/2017	General	0	0	1	0	0	2

**Applications Completed Action**

		Access Granted	Access Denied	Access Partially Denied	FOI Not Required	Records Do Not Exist	Records Could Not Be Found
2016/2017	Personal	0	0	1	0	0	0
2016/2017	General	1	1	0	0	0	0

**Application Time Frames**

		Processed Within 30 Days	Processed 31 – 60 Days	Processed > 60 Days
2016/2017	Personal	0	0	1
2016/2017	General	1	1	0