

Application Management System Training Logging on and Navigation Basics

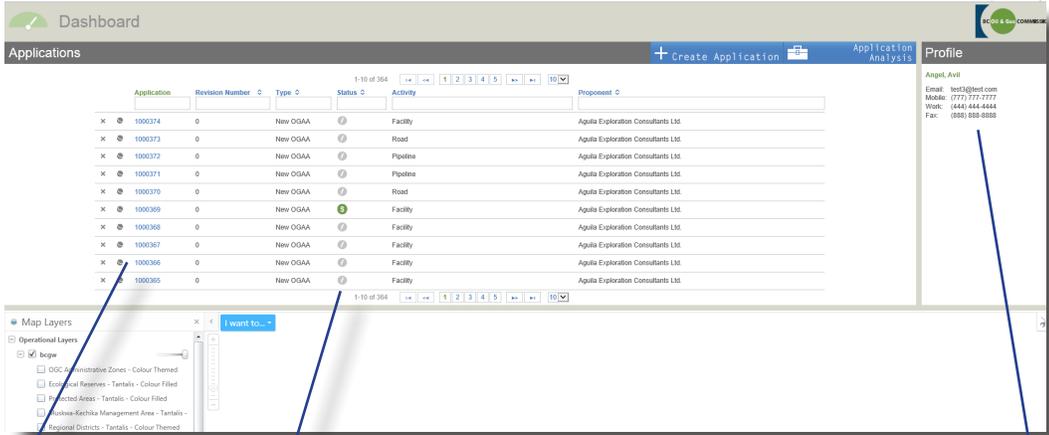
The Application Management System (AMS) is the BC Oil and Gas Commission’s new online portal for the submission and payment of oil and gas permit applications. Here are some of the logging on and getting started basics:

Logging on to AMS

The AMS portal is found in the Online Services section of the Commission website. Users can log in to AMS with their existing credentials for KERMIT. New companies to the Commission can register by following the steps outlined in the [Permit Operations and Administration Manual](#). Supported internet browsers are Chrome and Internet Explorer. Once logged in to the system, profile information will appear in the top right of the dashboard.

Navigating in AMS

The dashboard lists all applications created by the user and the status of these applications including saved drafts, submitted, withdrawn and review. Users can search by application number, revision number, type, status, activity and proponent order, as well as the revision number and status of each application.



The screenshot shows the AMS Dashboard with the following elements:

- Applications Table:**

Application	Revision Number	Type	Status	Activity	Proponent
X 1000374	0	New OGAA	🚫	Facility	Agula Exploration Consultants Ltd.
X 1000373	0	New OGAA	🚫	Road	Agula Exploration Consultants Ltd.
X 1000372	0	New OGAA	🚫	Pipeline	Agula Exploration Consultants Ltd.
X 1000371	0	New OGAA	🚫	Pipeline	Agula Exploration Consultants Ltd.
X 1000370	0	New OGAA	🚫	Road	Agula Exploration Consultants Ltd.
X 1000369	0	New OGAA	🟢	Facility	Agula Exploration Consultants Ltd.
X 1000368	0	New OGAA	🚫	Facility	Agula Exploration Consultants Ltd.
X 1000367	0	New OGAA	🚫	Facility	Agula Exploration Consultants Ltd.
X 1000366	0	New OGAA	🚫	Facility	Agula Exploration Consultants Ltd.
X 1000365	0	New OGAA	🚫	Facility	Agula Exploration Consultants Ltd.
- Profile Information:**

Angel, Avil
 Email: test@test.com
 Mobile: (777) 777-7777
 Work: (444) 444-4444
 Fax: (000) 000-0000
- Map Layers:**
 - Operational Layers
 - OGC Administrative Zones - Colour Themed
 - Ecological Reserves - Tantalus - Colour Filled
 - Protected Areas - Tantalus - Colour Filled
 - Lushka-Kechika Management Area - Tantalus -
 - Regional Districts - Tantalus - Colour Themed

Callout boxes in the image point to:

- Application Number:** Points to the 'Application' column in the table.
- Application Status:** Points to the 'Status' column in the table.
- Profile Information:** Points to the profile sidebar on the right.

From the dashboard click on the application number to take you to that application page to review the application. Alternatively, select *Create Application* or *Application Analysis* to create an application. You can navigate back to the dashboard at any time by clicking the green dashboard icon 

Please note: For security reasons, your browser navigation (back button) will not work in AMS.

If an application has a  next to its number, there is spatial data associated with the application. To view a GIS map of the associated spatial data, click on the map icon and the GIS map will display in a pop up screen.

To discard or remove a draft application, click on the 'x' located beside the applicable application number. The application will still be shown on the dashboard with a status of *'deleted'*, but it will be gone from the system.



Uploading attachments

When it is necessary to upload a document, such as a spatial file or report, the upload function in AMS works similar to most other systems. Documents can be uploaded from your browser under the attachments tab, or when prompted during the application process.

Click *Upload*, then *Choose* - which takes you to your file browser. Select the file you wish to upload (this must be in PDF, xlsx, or docx format and be less than 10mb in size). Then click *Upload*. If successful, the file will then be listed on the screen. Documents must be uploaded one at a time. To upload multiple documents, simply repeat the process. Your attachments will then be listed in the *Attachments* tab in *Application Information*. Any missing attachments will be highlighted during the application validation process

How to Save

AMS does not automatically save data, so it is important for users to save their data often! Navigating to a different screen without saving the data will cause any unsaved data to be lost.

The *Save* button is located on the blue menu bar. Any amount of data can be saved, even if data or a page is incomplete. When information has been saved, a confirmation message will appear that the page has been saved on the top right of the screen.

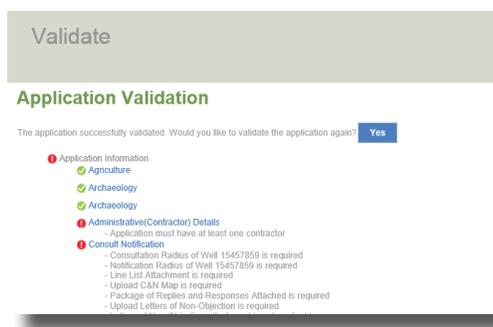
How to Validate a Page

On each screen users have the option to validate a page and/or validate the whole application. Validating automatically checks that all fields have been filled according to pre-determined business rules. Validation alerts you to any errors so that applicants can go back and fix them.

To validate a page, click the *Validate* button. Any errors detected on the page will be denoted by a red message, allowing the applicant to go back and fix the error. If successful, a confirmation message will appear that validation was successful. **Users must still save data and can do so before or after validating.**

How to Validate an Application

To validate an entire application, click on the *Application Number* in the dashboard, then click on *Application* (above the Application panel) and *Validate*. Confirm *Yes* to proceed. The system will then generate a list of the sections that are complete and incomplete. Clicking on *Overview* in top right of the blue bar of the application pages also gives a list of sections that are incomplete and need attention.



Log out

Log out is found at the top right corner of the screen. For security and privacy reasons, please log out after each visit and we recommend that you do not store your user name and password in your browser.

