

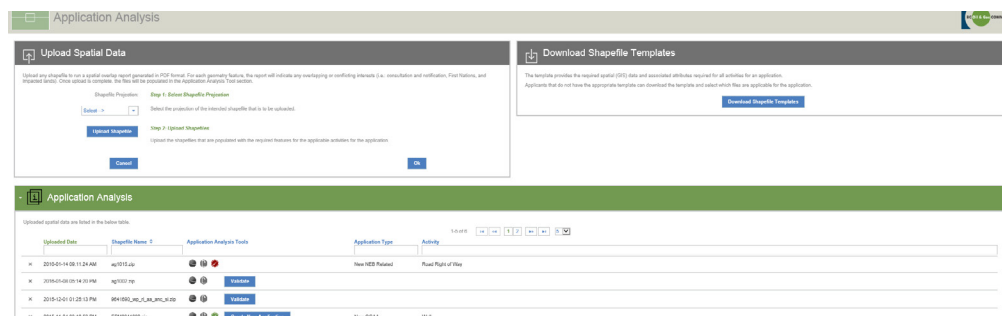
Application Management System Training

Starting an Application via the Application Analysis tool

In AMS there are two ways to start an application providing the user has been granted the Applications security goal: 1) Via the Application Analysis tool or 2) Via the Dashboard. The Application Analysis tool analyzes the proposed spatial location of an activity, providing a report on the location before creating the application. This allows users the opportunity to find the best location for an activity at the beginning of the application process. This guide will explain how to create an application via the Application Analysis tool.

Step 1. Access the Application Analysis Tool


When a user with Applications security role logs onto AMS, they will land on the dashboard. The Application Analysis Tool is found on the dashboard in the top right of the blue menu bar. Click here and users will see the Application Analysis page.



Step 2. Upload spatial data

Select the *Shapefile Projection* from the dropdown. Click *Upload Shapefile*, Click *Choose* and select the file in the browser window, then click *Upload*. Uploaded spatial data then appears in the Application Analysis table. The spatial data can be viewed by clicking on the globe.

Step 3. Generate a Spatial Overlay Engine (SOE) report

From the list of uploaded shapefiles in the Application Analysis section, select the report symbol . The report will then be downloaded. Users can either save or open the file in PDF format. The report will show all known environmental, social and land considerations associated with the area.

Step 4. Validate the spatial data

In the *Application Analysis* table, find the spatial data you would like to validate and click the blue *Validate* button.

- Select the Application and Activity Types for the uploaded shapefile. To select multiple activities, hold down the CTRL key.
- Upon successful validation, the *Create Application* button will be displayed in the *Application Analysis Tool* column along with a green check mark. The *Appropriate Application Type* and *Activity Type* will also be displayed in the corresponding columns.

Step 5. Create the application

After the spatial data is successfully validated, select the blue “*Create Application*” button which is now available in the Application Analysis table.

- The Application Type and Activities will be displayed as read only. These are the values that were initially selected upon validating the spatial data and cannot be edited here.
- Select the Proponent from the dropdown menu.
- Enter an Application Description to describe the purpose of the application and accept the disclaimer. Click OK to continue.
- Your application package has been created and the window will reload to display the Overview page of the application.

