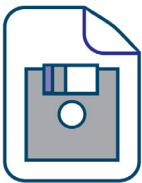


# Application Management System Training

## Tips and Tricks for Navigating AMS

The Application Management System (AMS) is the BC Oil and Gas Commission's online portal for the submission and payment of oil and gas permit applications. Here are some tips and tricks for navigating the system:



### Save data frequently

Users must **SAVE** data frequently. Users that navigate away from a page without saving will lose any unsaved data! Validating a page does not save it.



### All fields are mandatory unless specified

AMS adapts the fields that are displayed to the activity and the spatial data that is uploaded. All fields are mandatory unless labeled optional.



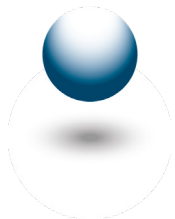
### Getting back to the dashboard

For security reasons, users cannot use the internet browser buttons to navigate in the application. This will automatically log you out. To get back to the dashboard, click the green dashboard icon at the top right of the screen.



### Easy access to spatial data

Clicking on the globe icon on the dashboard or the map button located at the top of the screen within the application, will bring up the spatial location of the activity in a pop up window. Map layers can be toggled on or off.



### Hover over hints

There are hover over hints throughout the system to help users understand the data that is required in the new system.

### Log Out

### Make sure you log out

For security and your privacy, please ensure you log out after every session. Saving your login credentials in your browser is not recommended.

