

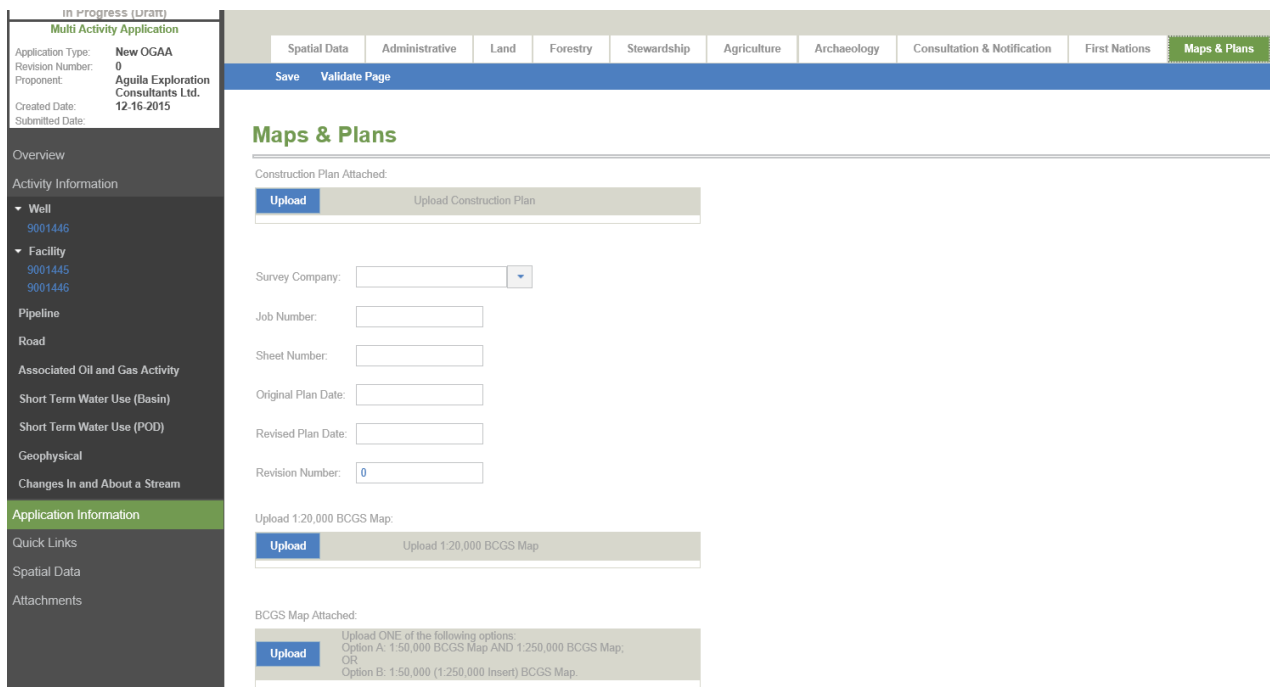
Application Management System Training Completing Maps & Plans Details

Application information in AMS is a combination of spatially driven data, technical data and administrative data entered into the system. Each application requires details which must be entered by the user. This guide will outline how to input maps and plan details into AMS. **For more details see the relevant section in the Oil and Gas Activity Application Manual.**

PREREQUISITE: Users must have created an application and successfully uploaded spatial data.

Step 1. Find *Application Information* in the navigation panel

In the left hand menu of the Application panel, click *Application Information*. Once clicked, a horizontal tab menu will load indicating what details are required for the selected application.



The screenshot shows the AMS application interface. On the left is a navigation panel with a sidebar menu. The 'Application Information' tab is selected. The main content area has a horizontal tab menu with 'Maps & Plans' selected. Below the tabs, there are several sections for uploading and entering data:

- Construction Plan Attached:** Includes an 'Upload' button and the text 'Upload Construction Plan'.
- Survey Company:** A dropdown menu.
- Job Number:** A text input field.
- Sheet Number:** A text input field.
- Original Plan Date:** A date input field.
- Revised Plan Date:** A date input field.
- Revision Number:** A text input field with the value '0'.
- Upload 1:20,000 BCGS Map:** Includes an 'Upload' button and the text 'Upload 1:20,000 BCGS Map'.
- BCGS Map Attached:** Includes an 'Upload' button and the text 'Upload ONE of the following options: Option A: 1:50,000 BCGS Map AND 1:250,000 BCGS Map, OR Option B: 1:50,000 (1:250,000 Insert) BCGS Map.'

Step 2. Click on the *Maps & Plans* tab and complete the details

Click on *Maps & Plans* to load details. Once Maps and Plan details are loaded, complete the fields. All of the attachments listed on the page are mandatory. Data can be validated at the end of each page to ensure data entered matches business rules. **Please ensure that data is saved before leaving the page.**