

Application Management System Training

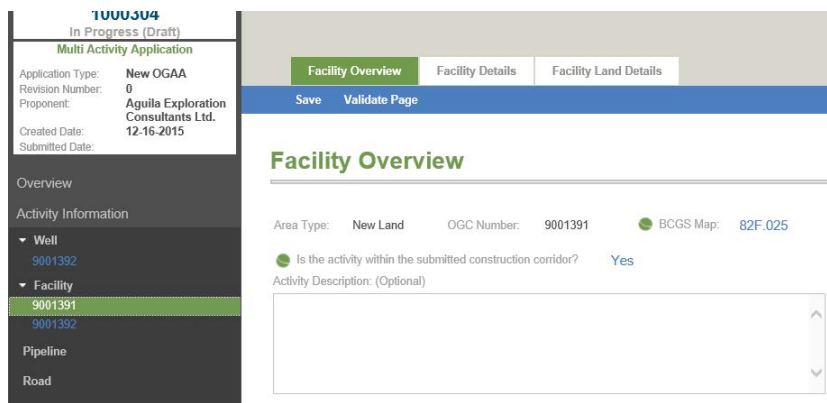
Completing OGAA Facility Information

Application information in AMS is a combination of spatially driven data, technical data and administrative data entered into the system. Each activity requires a set of technical information which must be entered by the user. This guide will outline how to input facility technical information 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 the applicable facility application area

In the left hand menu of the Application page, under *Activity Information* click the facility application area that you would like to enter details for. Once clicked, a horizontal tab menu will load indicating what details are required for the selected facility.



Step 2. Complete facility technical details

The tabs on the top menu correspond to technical details required for the facility. These do not need to be completed in order, but please save before navigating away from a page otherwise ALL UNSAVED DATA WILL BE LOST. The *Facility Overview*, *Facility Details* and *Facility Land Details* sections need to be completed for each pipeline application. Data can be validated at the end of every page to ensure the data entered matches business rules.

- **Facility Overview section**

This section of the technical details pertains to the application area. All fields are mandatory unless specified *Optional*.

- **Facility Details section**

Complete details for each FAC ID listed at the bottom of the Facility Overview page or at the top of the Facility Details page, by expanding each of the panels (*Facility Specification Details*, *Facility Equipment Details*, *Technical Specification Details*, *Exemptions*) to complete the requirements.

- **Facility Land Details section**

Complete the facility land details for each of the uploaded facilities.

