

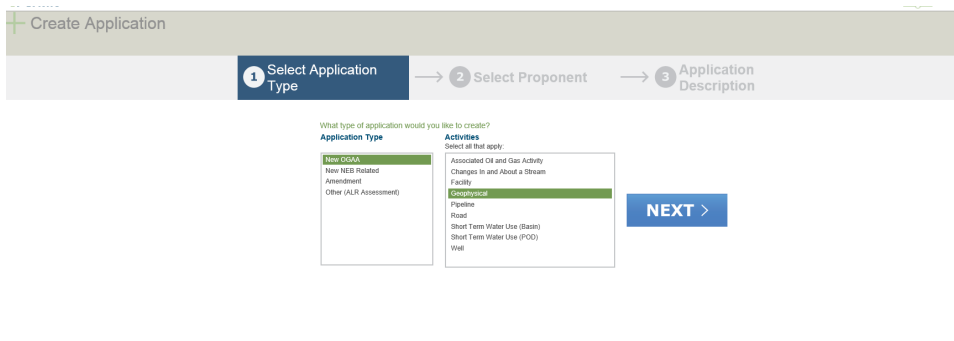
Application Management System Training

Create an Application via the Dashboard

In AMS there are two ways to start an application. 1: Via the *Application Analysis* tool or 2: By clicking on *Create an Application*. 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. If this is not required, applicants can go directly to *Create an Application* on the top right of the dashboard. This guide will explain how to create an application via *Create an Application*.

Step 1. Click *Create an Application* on the dashboard toolbar

Step 2. On the next screen select *Application Type*



Step 3. Select *Activities*

Select ALL of the applicable activities required for the application. To select more than one, hold down CTRL, while selecting the additional activities.

Step 4. Select the *Project Proponent* from the dropdown

All companies that the user has authorization for will appear in the dropdown list. Selecting the company will prepopulate the company's details from the Commission's corporate registry on the screen. If the information is correct, click *Next* to continue or *Back* to return to the dashboard.

The system uploads the application information creating the application and users then need to upload spatial data to continue. Please see the *Spatial Data Quick Reference Guide* on how to upload spatial data into the application.

Step 5. Fill in the *Application Description* (optional)

Step 6. Click *Agree* to the disclaimer. Your application package is created

