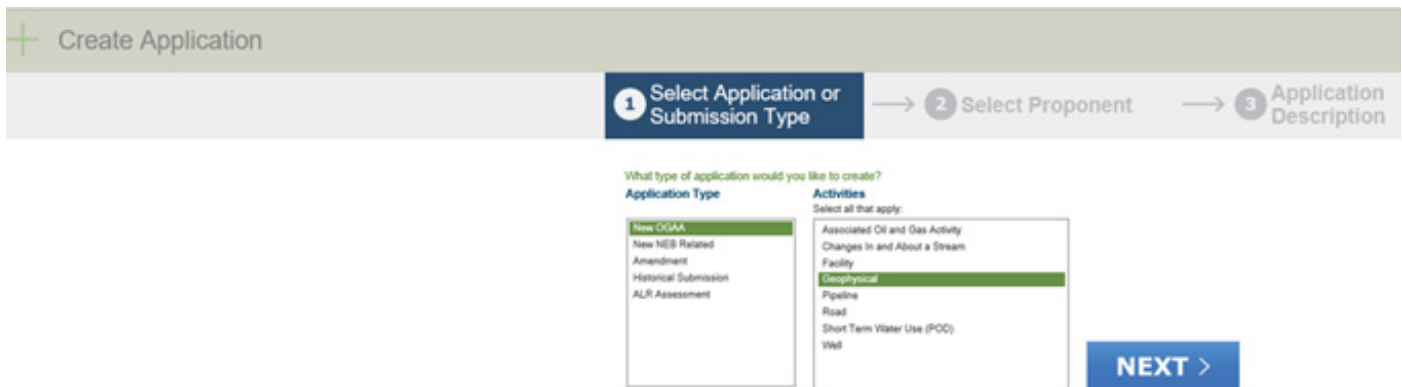


# Application Management System Training

## Starting an Application via the Dashboard

In AMS there are two ways to start an application providing the user has been granted the Applications security role: 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. If this is not required, applicants can create an application by using the “Create an Application” button located on the top right side of the dashboard. This guide will explain how to create an application via the dashboard.

**Step 1. Click *Create an Application* located on the right hand side of the dashboard.**



**Step 2. Select the applicable 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. Click *Next* to continue.

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

All companies that the user has authorization for will be available in the dropdown list. Selecting the company will pre-populate 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 previous screen.

**Step 5. Enter an *Application Description* to describe the purpose of the application**

It is recommended to provide a summary of the planned activity to avoid delays with Commission reviews.

**Step 6. Click *Agree* to the disclaimer and *Next* to continue.**

**Step 7. Your application package is created.**

The system uploads the application information creating the application package. Depending on the application type, users may need to upload spatial data to continue. Please see [Quick Reference Guide 6, Uploading Spatial Data](#) on how to upload spatial data into the application.

