

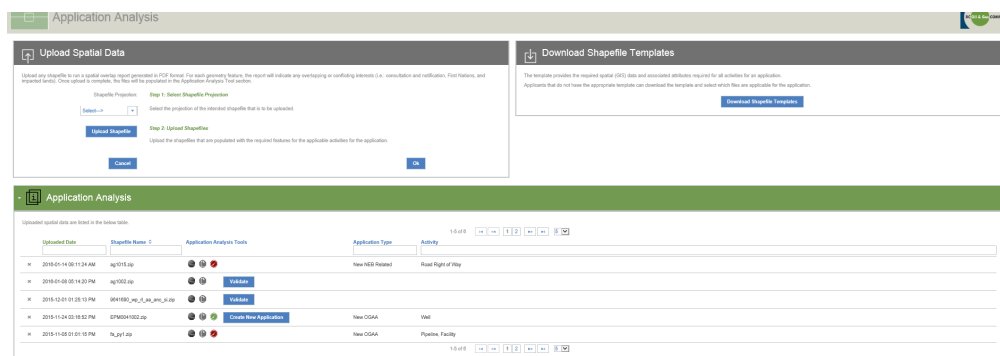
Application Management System Training

Create an Application via the Application Analysis tool


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 an Application Analysis 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 the *Application Analysis* tool.

Step 1. Access the *Application Analysis* tool


The *Application Analysis* Tool is found on the dashboard in the top right of the blue menu bar. Click here and users will see the *Application Analysis* page.



Step 2. Upload spatial data

Select the *Shapefile Projection* from the dropdown. Click *Upload Shapefile*, Click *Choose* and select the file in the browser window, then click *Upload*. Uploaded spatial data then appears in the *Application Analysis* portion of the site. The spatial data can be viewed by clicking on the 

Step 3. Generate an Application Analysis report

From the list of uploaded shapefiles in the *Application Analysis* section, select the . The report will then be downloaded. Users can either save or open the file in PDF format. The report will show all known environmental, social and land considerations associated with the area.

Step 4. Validate the spatial data

In the *Application Analysis* table, find the spatial data you would like to validate and click the blue *Validate* button.

Step 5. Create the application

After the spatial data is successfully validated, a pop up window will ask 'What type of application would you like to create?' Follow the steps from 2 to 7 in the *Creating an Application via the Dashboard* guide.

