

Application Management System Training

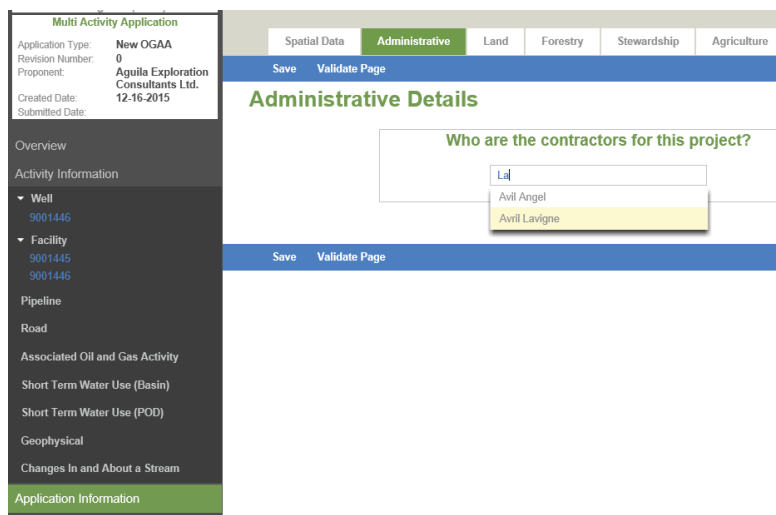
Completing Administrative Details

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



Step 2. Click the **Administrative** tab and Complete Details

Search and select the contractors for the application by typing in the name of the contractor. Complete all contractor details. Once completed, click *Add Contractor*. Repeat this for as many contractors are needed for the application. Please note that you cannot change information coming from the Corporate Registry. Data can be validated at the end of each page to ensure the data entered matches business rules. **Please remember to save before leaving the page, otherwise information may be lost.**

