Application Management System Training
Completing Stewardship Details

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

Click on Stewardship to load details for new land applications. If the application is not for new land, a message will appear advising that stewardship details are not required. Once stewardship details are loaded, complete the fields. Data can be validated at the end of each page to ensure data entered matches business rules. Please ensure that data is saved before leaving the page.