

# Application Management System Training

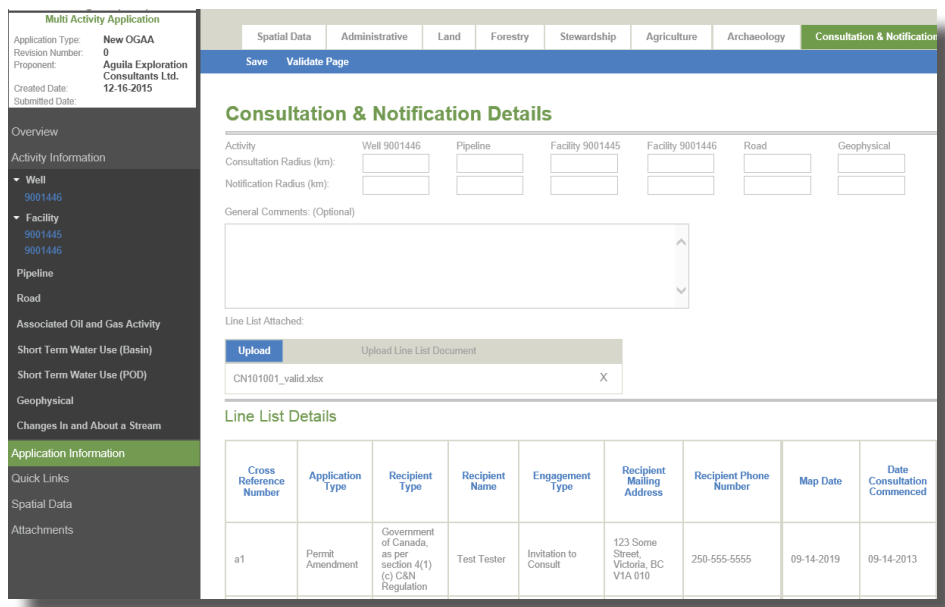
## Completing Consultation & Notification or Rights Holder Engagement (RHE) Details

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 consultation and notification and RHE 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 *Consultation & Notification* or RHE and Complete Details

Click on *Consultation & Notification* to load details. Once consultation & notification details are loaded, complete the radius for consultation and notification for each application activity. 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.**

### Step 3. Upload the *Consultation & Notification Line List*

Click on *Upload* to upload a Line List spreadsheet document. The Line List must be in the correct format in order to load and populate. AMS will validate the fields of the spreadsheet and populate the Date Deemed Received based on the Method of Service and Date Consultation Commenced. Please note - Line Lists can not be edited in AMS. If they need to be edited they should be edited offline and re-uploaded.

