

Application Management System Training

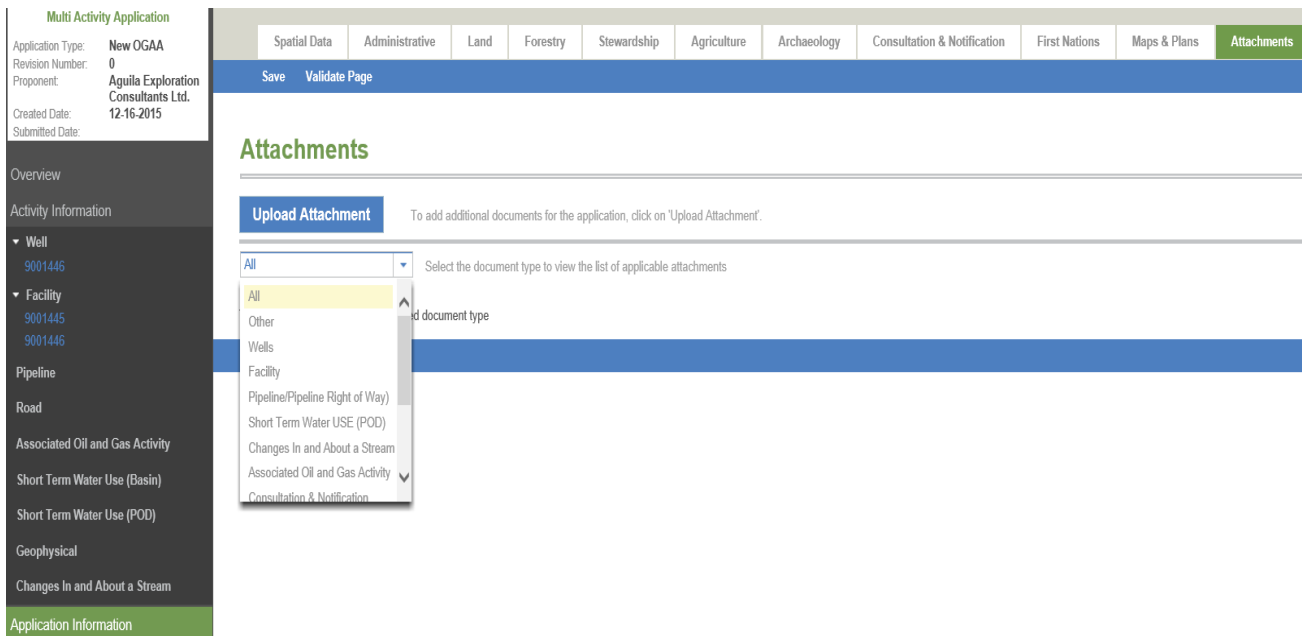
Attachments tab

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 attachments 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 *Attachments* tab and click upload

Click on *Attachments* to load details. Attachments can be uploaded on the specific page or can be uploaded to the attachments tab. If uploaded to attachments, the applicable section to which the attachment applies to, must be selected. **Please ensure that data is saved before leaving the page.**

