

Application Management System Training

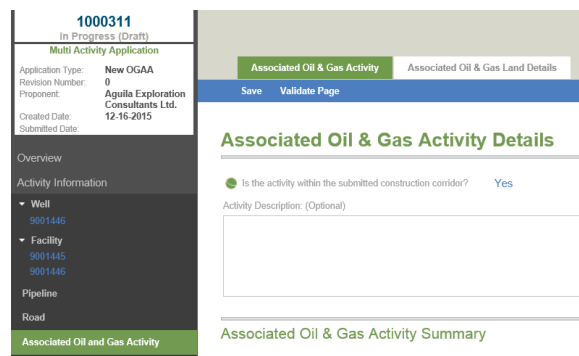
Completing NEB Related Ancillary Activity Information

Application information in AMS is a combination of spatially driven data, and technical data entered into the system. Each activity requires a set of technical information which must be entered by the user. This guide will outline how to input NEB related ancillary activity technical information 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 NEB Related Ancillary in Activity Information

In the left hand menu of the Application page, under *Activity Information* click the NEB related ancillary that you would like to enter details for. Once clicked, a horizontal tab menu will load indicating what details are required for the selected activity.



Step 2. Complete technical details

The tabs on the top menu correspond to technical details required for the associated NEB related ancillary. These do not need to be completed in order, but please save before navigating away from a page otherwise **ALL UNSAVED DATA WILL BE LOST**. The NEB Related Ancillary Details and NEB Related Ancillary Land Details sections need to be completed for each application. Data can be validated at the end of every page to ensure the data entered matches business rules.

- **Associated NEB Related Ancillary Details section**

Complete the NEB related ancillary details for each uploaded activity by expanding each of the panels. All fields are mandatory unless specified *Optional*.

- **Associated NEB Related Ancillary Land Details section**

Complete the land details for each of the uploaded activities.

