

Completing OneStop Application Overview Screen

» Intended User: Public Land applicants

Overview – Application Overview Screen

This quick reference guide (QRG) describes how to complete the Overview screen in OneStop for new disposition applications.

By getting here you have already initiated an application with one or more public land dispositions, and now need to complete the Overview screen for all activities.

Getting to the Overview Screen

There are two ways to reach to the Overview screen after initiating an application:

Click **Overview** in the left navigation bar.



or

From the **General – Activity Details** screen, click **Next** at the lower left corner of the screen after adding a public land disposition application.



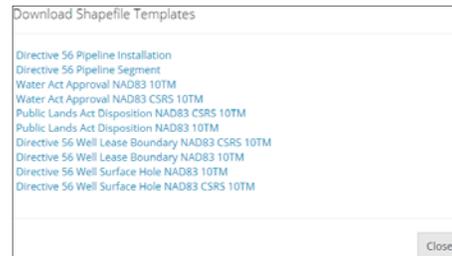
Upload Shapefile

- Optional: Shapefile templates are available in this pane if required. Click **Shapefile Templates**.



A window opens displaying a list of shapefile templates available for download.

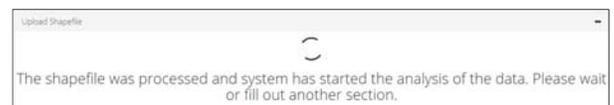
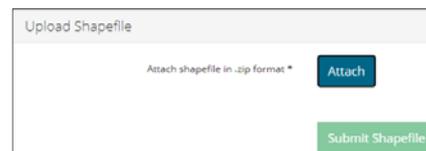
- Optional: Select and download the appropriate **Public Lands Act Disposition** template.
- Optional: Click **Close**.



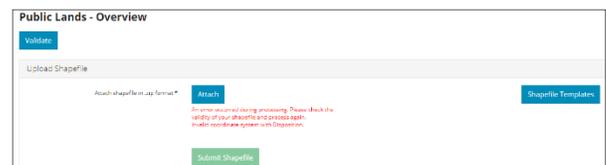
Tip:

Refer to **Importing Spatial Data – Public Lands** QRG on the OneStop Help page for more information. The shapefile templates are also available for download.

- Mandatory:** Click **Attach**. Browse for the file and attach it in ZIP file format.
- Mandatory:** Click **Submit Shapefile**. It may take some time to process the shapefile.



Any error messages will appear in red or as a pop-up message at the lower right corner of the screen.



- If you receive errors, repeat **steps 4 and 5** and re-upload the shapefile.

Tip:

The re-submitted shapefile cannot have the same name as any previously submitted shapefiles in the same draft application.

[View on Map](#)

Note: This QRG does not describe the full function of OneStop's map viewer.

- Optional: Return to the Re-Upload Shapefile pane after analyzing your shapefile. Click **View on Map**.

[View on Map](#)

The Map It! window opens.

Tip:
Analyze shapefiles before viewing draft dispositions on the map. This ensures all attributes such as purpose and activity are included in the map.

Disposition Type	Purpose	Activity	Activity ID	Analysis Status
<input type="checkbox"/> AER Mineral Surface Lease	Wellsite	PNG Production (MW)	30688737	COMPLETED
<input type="checkbox"/> AER License of Occupation	Access	Class II - All Weather or Dry	30688738	COMPLETED
<input type="checkbox"/> AER Temporary Field Authorization	Incidental Activity	Log Deck	30688739	COMPLETED
<input type="checkbox"/> AER Temporary Field Authorization	Incidental Activity	Borrow Pits	30688740	COMPLETED

- Mandatory:** Select the **check box** beside the disposition(s) you wish to view on the map.

Map It!

Disposition Type

AER Mineral Surface Lease

AER License of Occupation

AER Temporary Field Authorization

AER Temporary Field Authorization

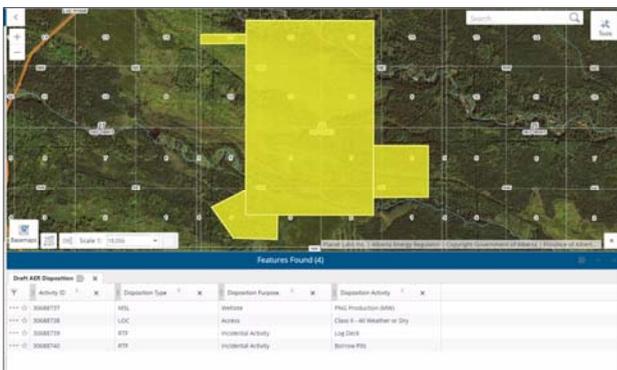
- Optional: Click **Close** to return to the main screen.

Close

- Mandatory:** Click **Map It!**

[Map It!](#)

OneStop's map viewer opens displaying your selection of draft dispositions.



Details of the draft dispositions are also listed in the Features Found section at the bottom of the screen.

Activity ID	Disposition Type	Disposition Purpose	Disposition Activity
30688737	MSL	Wellsite	PNG Production (MW)
30688738	LOC	Access	Class II - All Weather or Dry
30688739	RTF	Incidental Activity	Log Deck
30688740	RTF	Incidental Activity	Borrow Pits

- Mandatory:** Click the **row** you wish to view in Features Found. The map will zoom in on the disposition extent.



- Mandatory:** Select the **star** beside the disposition(s) you wish to view on the map. Ensure you are zoomed to an appropriate extent. The star turns blue when it has been selected.

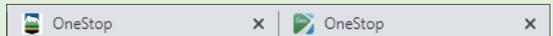
Activity ID	Disposition Type
★ 30688737	MSL
☆ 30688738	LOC
☆ 30688739	RTF

Selections are highlighted in blue on the map.



- Optional: Click the **star** again to turn off the selection.

Tip:
Use the tabs at the top of the screen to move between the OneStop application and the map viewer.

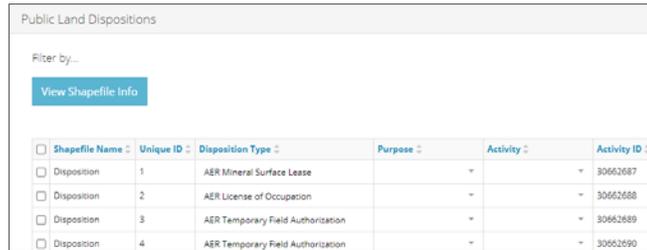


Public Land Dispositions

The Public Land Dispositions table will autocomplete based on available shapefile attributes.

Important:

Information taken from a shapefile and used to automatically fill in the Public Land Dispositions table (including applicable tabs) cannot be modified.

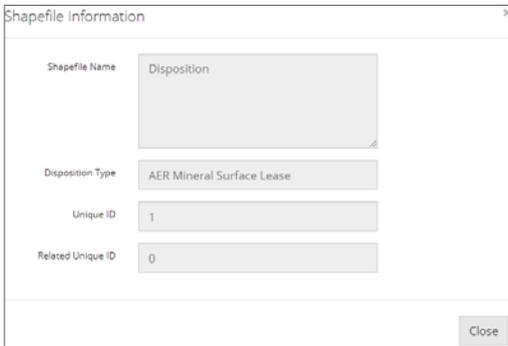


- Optional: Select the **check box** beside the appropriate disposition, and click **View Shapefile Info**.

<input checked="" type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type	Purpose
<input checked="" type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite

[View Shapefile Info](#)

The Shapefile Information window opens displaying shapefile details. Click **Close** when you've completed your review.



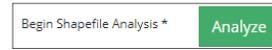
- Mandatory:** For each disposition, select the **Purpose** from the drop-down menu, if not already autocompleted from the shapefile.

Shapefile Name	Unique ID	Disposition Type	Purpose
Disposition	1	AER Mineral Surface Lease	Filter...
Disposition	2	AER License of Occupation	Drilling Waste Disposal
Disposition	3	AER Temporary Field Authorization	Mine
Disposition	4	AER Temporary Field Authorization	PNG or OS Facility
			Wellsite

- Mandatory:** For each disposition, select the **Activity** from the drop-down menu, if not already autocompleted from the shapefile.

Shapefile Name	Unique ID	Disposition Type	Purpose	Activity
Disposition	1	AER Mineral Surface Lease	Wellsite	Filter...
Disposition	2	AER License of Occupation		Disposal
Disposition	3	AER Temporary Field Authorization		Experimental
Disposition	4	AER Temporary Field Authorization		Injection
				Observation
				OS - Cold Production
				OS - Enhanced Recovery
				OS - Observation
				PNG Production (MW)
				PNG Production (SW)
				Storage Well

- Mandatory:** Click **Analyze** to begin shapefile analysis. You cannot proceed without first completing this step.



Shapefile analysis may take a few minutes to process.

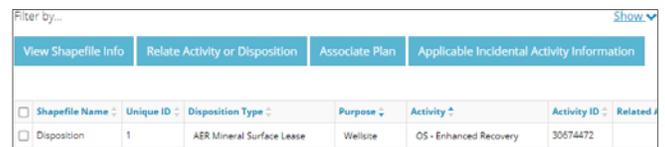


Once complete, new tabs will appear: Relate Activity or Disposition, Associate Plan, and Applicable Incidental Activity Information.

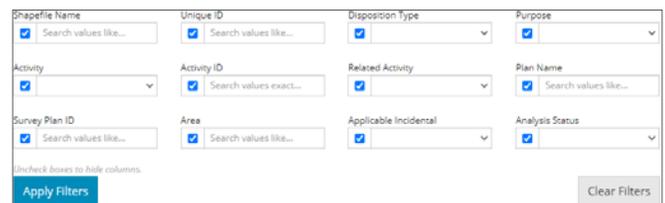


Filtering Results

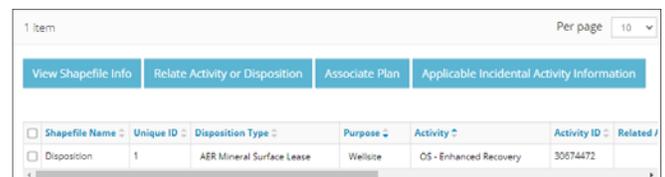
- Filter results by any column field. Click **Show** on the right side of the pane.



- Enter the value in any column to filter, or select the appropriate options from the drop-down menus. Click **Apply Filters**.



Filtered results are displayed.



- 3. Click **Clear Filters** on the right side of the pane to remove your selection.

- 4. Optional: Click **Hide** on the right side of the pane to hide the filters.

Tip:
Repeat the steps above to filter information in any pane.

Relate Activity or Disposition

This feature only applies to regulator temporary field authorizations or RTFs (incidental activities) related to a formal parent disposition. The relationship may already be established and autocompleted by the shapefile.

- a) **Mandatory:** Select the **check box** beside the RTF that relates to a parent disposition.

More than one RTF can be selected as long as they are related to the same parent disposition.

View Shapefile Info	Relate Activity or Disposition	Associate Plan		
<input type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type	Purpose
<input type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite
<input type="checkbox"/>	Disposition	2	AER License of Occupation	Access
<input checked="" type="checkbox"/>	Disposition	3	AER Temporary Field Authorization	Incidental
<input checked="" type="checkbox"/>	Disposition	4	AER Temporary Field Authorization	Incidental

- b) **Mandatory:** Click **Relate Activity or Disposition**.

The Relate Disposition window opens.

- c) **Mandatory:** Select **Already Approved** or **Within the Application**.

Already Approved

- i) Perform a search. Enter the disposition number in the **Authorization ID** field, or enter a legal land location in the **Location** field. Click **Search**.

- ii) Results are displayed. Select the **check box** beside the appropriate disposition. Click **Select**.

Authorization ID	Disposition Type
<input checked="" type="checkbox"/> MSL140557	<input checked="" type="checkbox"/> AER Mineral Surface Lease

The window closes. The incidental RTF appears below its related parent disposition in the main table. The Related Activity column also displays the related parent's disposition number.

Shapefile Name	Unique ID	Disposition Type	Related Activity
<input type="checkbox"/> Disposition	1	AER Mineral Surface Lease	
<input checked="" type="checkbox"/> Disposition	4	AER Temporary Field Authorization	MSL140557
<input checked="" type="checkbox"/> Disposition	3	AER Temporary Field Authorization	MSL140557

Within Application

- iii) Available dispositions within the application are listed in a table.

Select the **check box** beside the related parent disposition that is linked to the incidental RTF(s). There can only be one parent. Click **Select**.

Disposition Type	Purpose
<input checked="" type="checkbox"/> AER Mineral Surface Lease	Wellsite
<input type="checkbox"/> AER License of Occupation	Access

The window closes. The related parent disposition appears above its incidental RTF(s) in the main table. The Activity ID column also displays the associated activity identification number.

Disposition Type	Purpose	Activity ID
AER Mineral Surface Lease	Wellsite	30662687
AER Temporary Field Authorization	Incidental Activity	30662690
AER Temporary Field Authorization	Incidental Activity	30662689

- iv) Repeat **Step (iii)** until all RTF incidental activities are linked to a parent disposition.

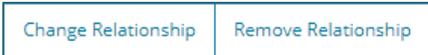
- d) Optional: To revise your entry, select the incidental RTFs you wish to change.

<input type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type
<input type="checkbox"/>	Disposition	1	AER Mineral Surface Lease
<input checked="" type="checkbox"/>	Disposition	4	AER Temporary Field Authorization
<input checked="" type="checkbox"/>	Disposition	3	AER Temporary Field Authorization
<input type="checkbox"/>	Disposition	2	AER License of Occupation

i) Click **Relate Activity or Disposition**.



ii) The Relate Disposition window opens. Select **Change Relationship** or **Remove Relationship**.



- **Change Relationship:** Repeat **Step c)**. Click **Save**. Your selection is updated on the Public Land Dispositions table.
- **Remove Relationship:** Click **Save**. Your selection is removed from the Public Land Dispositions table.
- Optional: Click **Close** to cancel your changes and return to the Public Land Dispositions table.



Plan Upload

Important:

Complete the Plan Upload pane before using the Associate Plan option in the Public Land Dispositions table.



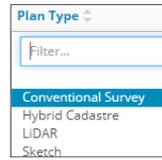
1. **Mandatory:** Click **Add**. A row is added to the table. Add rows as needed.



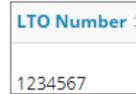
2. **Mandatory:** Click **Attach File** in a row. Browse for your plan and attach it in PDF format.



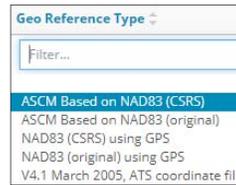
3. **Mandatory:** Select the **Plan Type** from the drop-down menu.



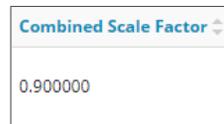
4. Optional: Enter the **LTO number** if applicable. If not applicable, leave it blank.



5. **Mandatory** (other than RTF): Select the **Geo Reference Type** from the drop-down menu.



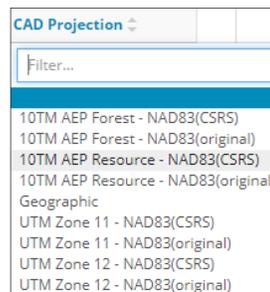
6. **Mandatory** (other than RTF): Enter the **Combined Scale Factor**.



7. **Mandatory** (other than RTF): Click **Attach File** to include a **CAD File**.



8. **Mandatory** (other than RTF): Select the **CAD Projection** from the drop-down menu.



9. **Mandatory:** Repeat **steps 1 to 8** until all plans have been added.

10. Optional: To remove plans, select the **check box** beside the plan you wish to remove. Click **Remove**.



Associate Plan

Upload plans to OneStop *before* using this option. See **Plan Upload** in this QRG.

- a) **Mandatory:** Select the **check box** beside the disposition(s) you want to associate with the uploaded plans.
- b) **Mandatory:** Click **Associate Plan**.

View Shapefile Info		Relate Activity or Disposition		Associate Plan
<input checked="" type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type	Purpose
<input checked="" type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite
<input checked="" type="checkbox"/>	Disposition	2	AER License of Occupation	Access
<input checked="" type="checkbox"/>	Disposition	3	AER Temporary Field Authorization	Incidental

- c) The Associate Plan window opens. In the **Plan Name** column, select the plan for each disposition from the drop-down menu.

Associate Plan

Filter by... Show ▾

Disposition Type	Purpose	Activity	Activity ID	Plan Name
AER Pipeline Agreement	Pipeline	PNG / OS Pipeline	30673360	▾

Plan Name ▾

Filter...

Plan1.pdf

- d) Optional: Enter a **Survey Plan ID** for the activities, as needed if not already autocompleted. This is for your reference.

Activity ID	Plan Name	Survey Plan ID
30662687	Plan1.pdf ▾	
30662688	Plan1.pdf ▾	
30662689	Plan1.pdf ▾	LD1
30662690	Plan1.pdf ▾	TWS1

- e) **Mandatory:** Click **Save** to save your entry, or **Close** to close the Associate Plan window without saving your entry.

Close
Save

The window closes and returns to the main table.

Applicable Incidental Activity Information

This feature applies to the following eligible incidental activities within this application and associated to the same plan as their parent disposition:

- Log deck
- Temporary work space
- Borrow pit
- Push out
- Bank stabilization

Tip:

This section can be completed in three ways:

- Completely or partially autocompleted from shapefile attributes.
- Autocompleted table from an uploaded spreadsheet (.csv).
- Manual entry in the online table.

- a) **Mandatory:** Select the **check box** for the parent disposition with related eligible applicable RTF incidental activities.

View Shapefile Info		Relate Activity or Disposition		Associate Plan
<input type="checkbox"/>	Shapefile Name	Unique ID	Disposition Type	Purpose
<input checked="" type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wellsite
<input type="checkbox"/>	Disposition	2	AER License of Occupation	Access

- b) Click **Applicable Incidental Activity Information**.

Applicable Incidental Activity Information

- c) The Related Disposition window opens. **Mandatory:** Complete the table if not already autocompleted.

Tip:

The information icon in each column header provides more detail about each field.



Option 1: Manually enter information for the following:

- i) **Area (ha):**

- If the area exceeds size parameters for an applicable incidental activity, no further entry is required. Proceed to **Validate Entry**.
- If the area meets size parameters for an applicable incidental activity, proceed to the next step.

Area (ha) ▾

0.040

0.600

- ii) **Free of Conflict:** Select **Yes** or **No** from the drop-down menu.



- iii) **Adjoins Disposition:** Select **Yes** or **No** from the drop-down menu.



- iv) **Meets Spacing:** Select **Yes** or **No** from the drop-down menu if the area meets size requirements for these activity types: log deck, borrow pit, and push out.

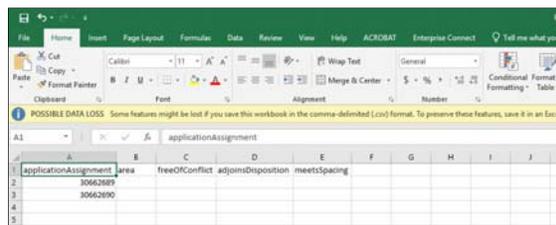


Option 2: Upload a spreadsheet (.csv).

- i) Click **Download Template** in the upper left corner of the pane.



- ii) The template will download. **Open** and **save** the file.
- iii) Repeat **steps (i) to (iv) in Option 1** to complete the spreadsheet.



- iv) Click **Import Data from a .csv** in the upper left corner of the pane.



- v) Browse for the file and upload it to OneStop. OneStop will transfer the imported data to the online Related Dispositions table.

Area (ha)	Free of Conflict	Adjoins Disposition	Meets Spacing
0.050	Yes	Yes	Yes
0.850	Yes		

- d) **Mandatory:** Select **Save** to save entries from Step b) or **Close** to close the Related Dispositions window without saving entries from Step b).



The window closes and OneStop returns you to the Public Lands – Overview screen.

- e) Optional: Click **Validate** or **Save** on the Public Lands – Overview screen to run the analysis.



- f) View the results in the **Applicable Incidental** column in the **Public Land Dispositions** table.

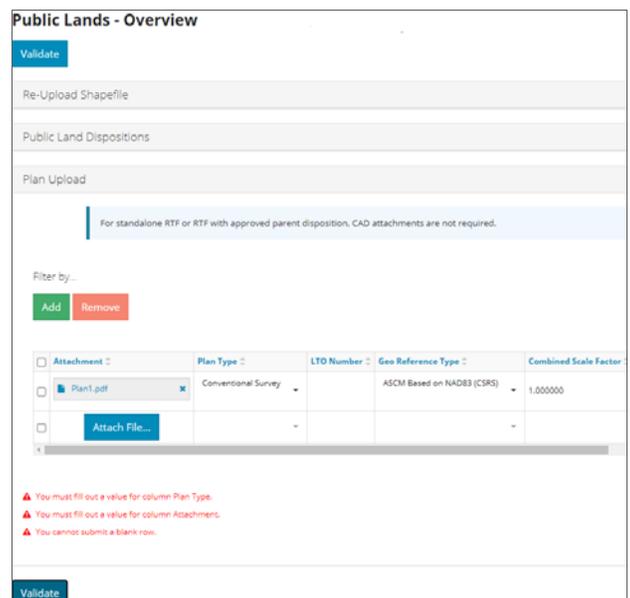
Activity ID	Related Activity	Plan Name	Survey Plan ID	Area	Applicable Incidental
30674732		Plan1.pdf			No
30674733		Plan1.pdf			No
30674734	30674732	Plan1.pdf		0.06	Yes

You may also view it in the **Applicable Incidental Activity Information** tab in the **Related Dispositions** table.

Area (ha)	Free of Conflict	Adjoins Disposition	Meets Spacing	Applicable Incidental
0.090	Yes	Yes	Yes	Yes
0.090				No

Validate Entry

- 1. Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors.



Validate

Tip:

Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

Save Entry

2. **Mandatory:** Click **Save** at the bottom right of the screen to save your entry.

The screenshot shows a web form titled "Public Lands - Overview". At the top left of the form area is a blue "Validate" button. Below this are three rows, each with a text label and a dropdown arrow: "Re-Upload Shapefile", "Public Land Dispositions", and "Plan Upload". Below these rows is another blue "Validate" button. At the bottom left of the form are two buttons: "< Previous" and "Next >". At the bottom right is a green "Save" button.

Save