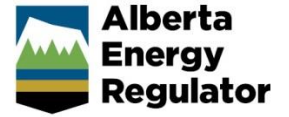


OneStop Industry Landing Page

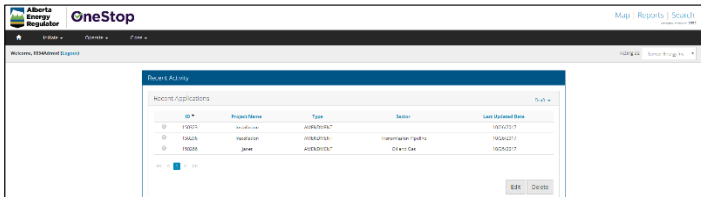
» Intended User: Pipeline Applicants



Overview

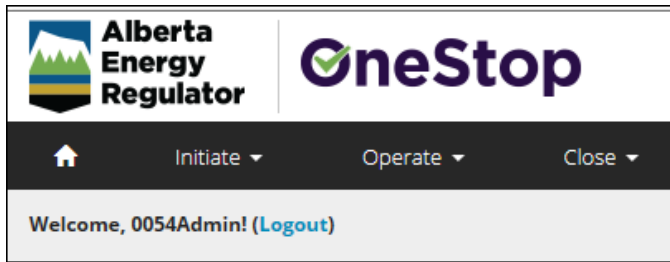
When you log into OneStop, you will notice a change to the opening window. We call this window the landing page.

Landing Page – Full View



Landing Page – Left Header

Top left-hand view of the OneStop landing page.



Your login account information is in the upper left-hand corner of the landing page, just below the navigation toolbar.

The Logout link is next to your user name.



Login/Logout

1. Ensure you have completed and saved the data required.

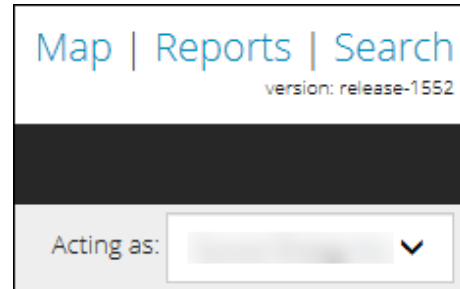
2. Click  to exit OneStop.

3. The login window displays.

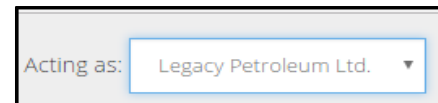


Landing Page – Right Header

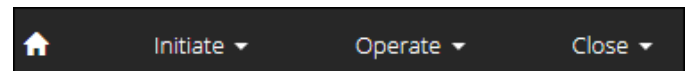
Top right-hand view of the OneStop landing page



When you submit an application on behalf of another company, that company's name is shown as well.

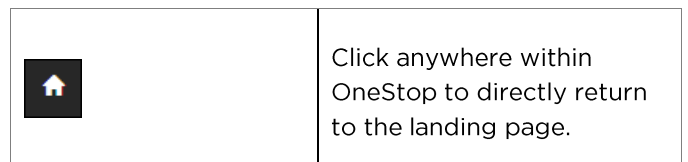


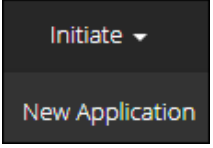
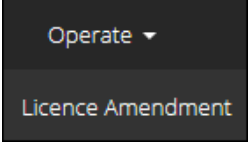
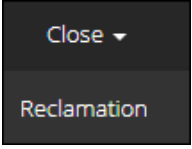
Navigation Toolbar



The navigation toolbar is in the upper left corner of the landing page. Each column has a drop down arrow for further display.

Menu



	<p>Click the Initiate drop down arrow to begin a new pipeline application.</p>
	<p>Click the Operate drop down arrow to create or review licence amendments.</p>
	<p>Click the Close drop down arrow and select Reclamation to submit an application for a reclamation certificate.</p>

Recent Activity – Applications

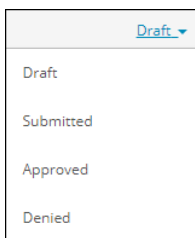
Only the previous ten (10) days of activity for your account appears on the recent activity page.

To search for older applications, see the [Search](#) section later in this document.

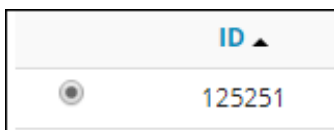
1. Click on the drop down arrow to sort any column heading in ascending or descending order.




2. Further sort by application type by clicking on the Draft column on the right.



3. Use the radio buttons to select the application you wish to edit.



4. Click  to view or edit the application.
5. The **Initiate Amendment** window opens for you to begin the revision process.



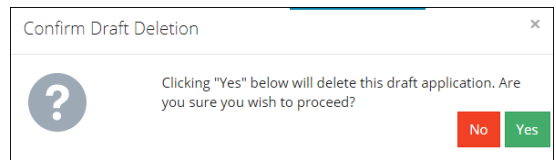
Delete an Application

You may delete an application from the Recent Activity window as well.

1. Use the **Recent Applications** window to select the application required.

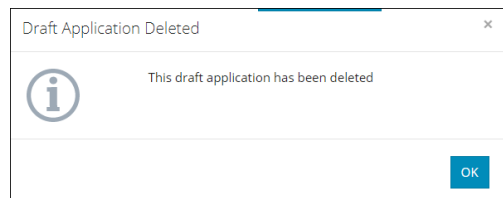
2. Click .

3. The “Confirm Draft Deletion” message displays.



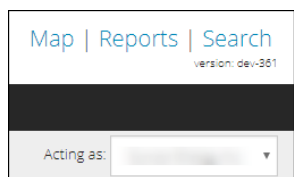
4. Click .

5. The application is deleted.



Search Functionality

1. You may search for all applications using the search button on the upper right side of the landing page header.



- Click **Search** to open the **Search By** window. You may search by **Application** or **Authorization**.

Search by Authorization

- Click **Application**. Selection criteria display.

Status: Select an application status from the drop down list.

Application ID: Enter the OneStop assigned application number.

Project Name: Enter your project name.

Activity ID: Enter the draft submissions activity ID number assigned by OneStop.

Received Date: Use the date range selection tool to select the Between/And date range of when the application was submitted to the Alberta Energy Regulator.

Location: Enter the legal land description.

- Click **Search** to execute the search based on criteria entered.

- Scroll down to see the search results display below the criteria selection area.

Application ID	Type	Status	Submitted Date	Project Name	Actions
121395	AMENDMENT	Draft		VMApplication in IE	Click to Select
122332	NEW	Draft			Click to Select
122405	NEW	Draft		Free1	Click to Select
122406	NEW	Draft		om	Click to Select
122407	NEW	Draft			Click to Select

- Click **Reset**. Clears the search criteria.

- Click **Click to Select** and then **Click to Select View** to view the application.

- The selected application/amendment displays.

Search by Authorization

1. Click **Authorization**. Selection criteria display.

Authorization Search

Authorization ID

Authorization Status --- Select ---

Project Name

Location LSD SEC

Authorization ID: Type in the authorization number required.

Authorization Status: Use the drop down arrow to select the status required.

Authorization Status --- Select ---

Project Name

--- Select ---

Abandoned

Cancelled

Issued

Project Name: Type in the name of the required project.

Location: Search by legal land description.

2. Click **Search** to execute the search based on criteria entered.

3. Scroll down to see the search results display below the criteria selection area.

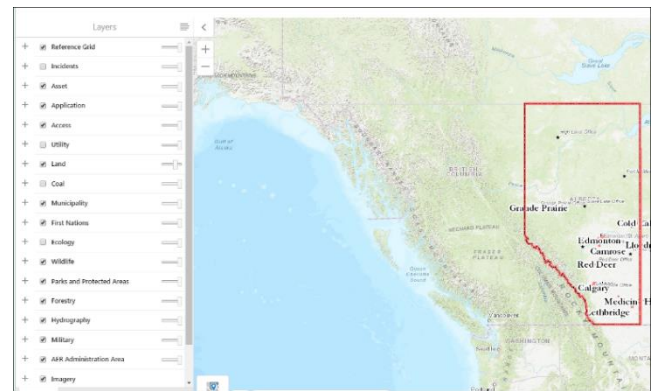
Results	
Authorization Number	Authorization Type
██████████	Pipeline Segment Licence
██████████	Pipeline Segment Licence
██████████	Pipeline Segment Licence
██████████	Pipeline Segment Licence
██████████	Pipeline Segment Licence

Map Viewer

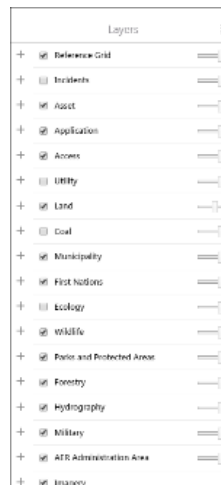
You may access **Map Viewer** from the landing page.

1. Click **Map** from the landing page header, top right corner.

2. **Map Viewer** takes a short time to load.




3. Select the layers you wish to view from the left-hand side Layers tool.




- Zoom in to find the area you wish to view.



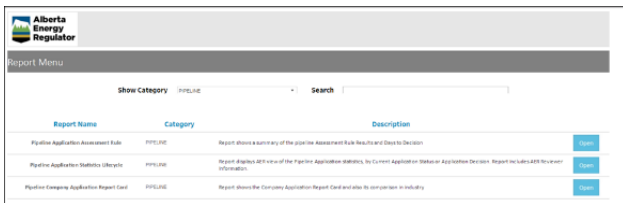
- Click  to return to the OneStop landing page.

Reports

You may also access all available reports from the landing page.

- Click  from the header, top right-hand corner.

- The **Reports** menu displays.



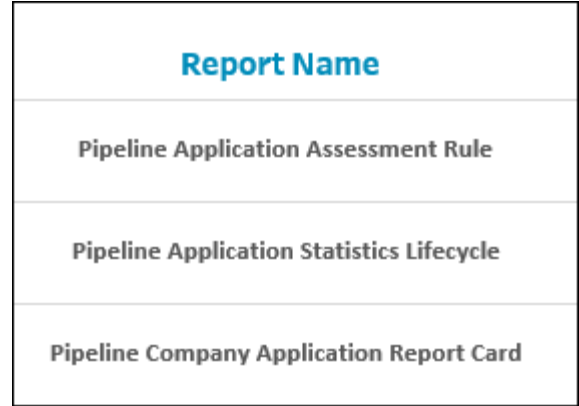
- Use the **Show Category** or **Search** bar to select the required report(s).



- Show Category:** Click the drop down arrow to select the type of report required.




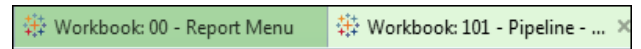
- The available report names display on the left side of the window.



- A brief description of each report also displays.

Description
Report shows a summary of the Pipeline Assessment Rule Results and Days to Decision
Report displays AER view of the Pipeline Application statistics, by Current Application Status or Application Decision. Report includes AER for user information.
Report shows the Company Application Report Card and also its comparison in industry

- Click  to view the required report. A new workbook browser tab displays.



- Use the selection tool buttons at the bottom of the window to manipulate the report data as you like.



- The **Reports** menu opens a separate browser tab. To return to the OneStop landing page, click the previous browser tab.



- For more detailed information on using Reports, please refer to the [s quick reference guide](#).