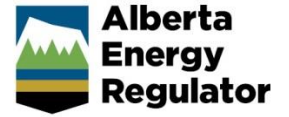


# OneStop Applications Buttons

» Intended User: All OneStop users



## Overview

The guide outlines the buttons and navigation tools used in OneStop windows.


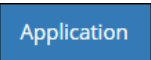
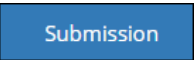


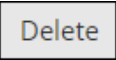

## Landing Page Header

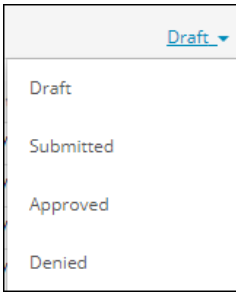
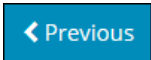


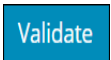



	<p>Top left-hand view of OneStop landing page.</p>
	<p>Top right-hand view of OneStop landing page.</p>


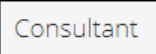
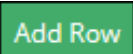



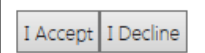

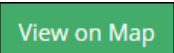
## Application Buttons

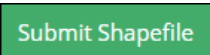

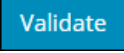
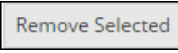


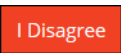


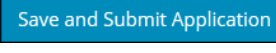
	<p>Once you have entered your username and password, click the login button to log into OneStop.</p>
	<p>Click the <b>Home</b> button anywhere within OneStop to return directly to the landing page.</p>
	<p>Click the <b>Initiate</b> drop down arrow to begin a new pipeline application.</p>
	<p><b>Future Functionality</b> Click the <b>Construct</b> drop down arrow to electronically enter and submit a Tour report.</p>
	<p>Click the <b>Operate</b> drop down arrow to create licence amendment applications. <b>Future Functionality</b></p>





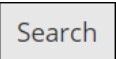


	<p>Click <b>Emissions Reporting</b> to enter methane reporting data.</p>
	<p>Click the <b>Close</b> drop down arrow and select <b>Reclamation</b> to submit an application for a reclamation certificate.</p>
	<p>Click the <b>Logout</b> hyperlink to log out of OneStop and be returned to the login page. Located in the top left-hand corner of the window.</p>
	<p>For industry stakeholders, the '<b>Acting as</b>' list displays the name of the company linked with the BA ID used to log into OneStop. For consultants, a drop down list of the companies you work for displays when you click the arrow. Select the company you are entering pipeline data for. Located in the top right-hand corner of the window.</p>
	<p>The <b>Map</b> button is a hyperlink. When clicked, it opens the <b>Map Viewer</b> application. Located in the top right-hand corner of the window.</p>
	<p>The <b>Reports</b> button is a hyperlink. When clicked, it opens a new window outside of OneStop to list available pipeline reports. Located in the top right-hand corner of the window.</p>
	<p>The <b>Search</b> button is a hyperlink.</p>




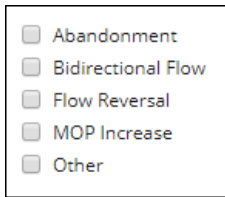
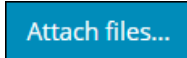
	<p>When clicked, a new 'Search By' pop-up window displays. Users may search by application or authorization using a variety of selection criteria.</p> <p>Located in the top right-hand corner of the window.</p>
	<p>Click the button to execute a search to return available data.</p>
	<p>Click the <b>Application</b> button to select criteria by status, application ID, project name, activity ID, received date, or location.</p>
	<p>Click the <b>Submission</b> button to search via submission ID, in draft or submitted form.</p>
	<p>Click the <b>Authorization</b> button to search by authorization ID, authorization type, project name, or location.</p>
	<p>Click the <b>Edit</b> button to show radio buttons that allow you to select an application or submission.</p> <p>Once clicked, the application or amendment opens for editing.</p>
	<p>Click the <b>Delete</b> button to show radio buttons that allow you to delete the selected application or submission.</p>
	<p>Use the <b>Page</b> navigation button to scroll from window to window.</p>

	<p>Use the drop-down list to select the search criteria for the application required. Appears on the <b>Recent Activity Application or Submission</b> windows.</p>
	<p>Click the <b>Previous</b> button to save the data and move back to the previous window.</p>
	<p>Click the <b>Save</b> button to save the data and remain on the current window.</p>
	<p>Click the <b>Next</b> button to save the data and move to the next window.</p>
	<p>Click the <b>Validate</b> button to validate the data entered in the current window.</p>
	<p>A blue button indicates the field answer is selected.</p>
	<p>A white button indicates the field answer is NOT selected.</p>
	<p>Click the <b>Reset</b> button to clear the form data and return to a clean window for further criteria selection.</p>

	Click the <b>Attach File</b> button to open a search dialog box, where you can navigate to select a file to attach to the application.
	Click the <b>Consultant</b> button on the General – Contract Information window to display consultant input data fields.
	Click the <b>Add Row</b> button to add a row of fields for additional data.
	Click the <b>Copy Row</b> button to copy the selected pipe specification row.
	Click the <b>Remove Selected</b> button to remove the selected pipe specification row.
	Click the <b>Show/Hide Columns</b> button to display a drop down list of column fields to add or remove from the selected pipe specification row.
	The <b>I Accept/I Decline</b> button appears when you open the map search application. Should you decline, you will not be able to open the application.
	Click the <b>Map It</b> button to open the map search application and view the pipeline segment on the pipeline map viewer layer.
	Click the <b>View on Map</b> button to open the map search application and display the location

	selected on the Alberta map.
	Click the <b>Submit Shapefile</b> button to upload a shapefile to OneStop and attach it to the application.
 	Click the <b>Validate Application</b> or <b>Validate Application</b> button to have OneStop automatically validate the application and display any risk rules triggered.
	Click the <b>Remove Selected</b> button to remove the selected row from OneStop.
	Click the <b>Accept Disclaimer</b> button to show the submission disclaimer declaration.
	Click the <b>I Agree</b> button to accept the declaration and disclaimer message.
	When you click the <b>I Disagree</b> button, the application cannot be submitted.
	Click the <b>View Disclaimer</b> button to again display the declaration and disclaimer message.
	Click the <b>Delete Draft</b> button to delete the application you are working on.
	Click the <b>Save and Submit Application</b> button to display the Confirm Application Submission message.

	Click the <b>No</b> button to move the application back to draft status.
	Click the <b>Yes</b> button to accept the application submitted message.
	<p>Click the <b>OK</b> button to save the application submission and create a 'Submitted' status for the application you are submitting.</p> <p>This saves the data from the entire application made. It moves the application out of draft mode, and submits it to the AER for review.</p>
	The <b>Close</b> button cancels the search and closes the existing asset search form.
	<p>Click the <b>Search</b> button to execute and display the results of your search criteria.</p> <p>Only existing licences and dispositions held under the applicant's BA ID can be linked to the application.</p> <p>The existing asset search only displays those assets that meet this criterion.</p>
	Click the <b>Reset</b> button to clear the form data and return a clean window for further criteria selection.
	<p>Click the <b>Check</b> button to link the asset to the application.</p> <p>Check may also be used to select data to be filtered, removed, or linked to another licence or amendment.</p>

	Click the <b>Open</b> button to open the file or application selected.
	Click the <b>Add</b> button to add an additional line or installation to a licence amendment activity.
	Click the <b>Print</b> button to create a PDF of the application.
	Click the checkboxes to select the required line level amendment types.
	Click to open <b>Windows Explorer</b> , which allows you to select the required files.