

Submitting Record of Site Condition (RoSC): Create

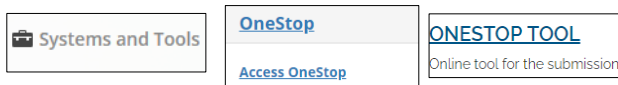
Intended User: Authorized representatives of AER regulated licensees and assigned delegates

Overview

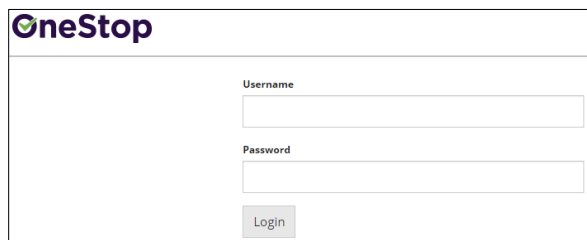
This quick reference guide (QRG) describes how to create a Record of Site Condition (RoSC) in OneStop.

Access OneStop

1. Access the OneStop tool from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**

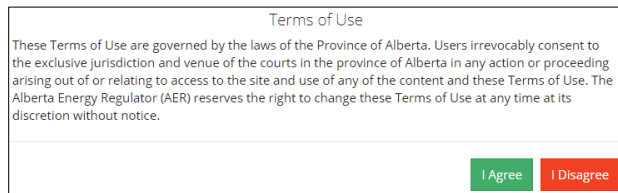


2. Enter your username and password. Click **Login**.



The screenshot shows the OneStop login page with fields for 'Username' and 'Password', and a 'Login' button.

3. The Disclaimer window opens. Click **I Agree**.

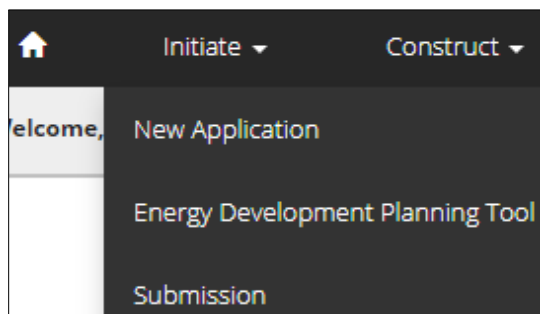


The screenshot shows a 'Terms of Use' window with a disclaimer text and 'I Agree' and 'I Disagree' buttons.

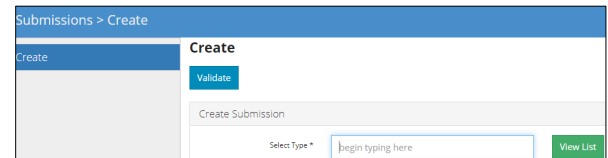
The OneStop tool opens on the dashboard landing page.

Create Submission

1. Click either **Initiate**, **Operate**, **Construct**, or **Close** on the top left navigation bar.
2. Select **Submission**.

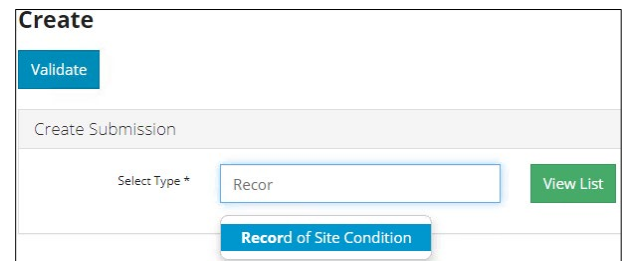


The Create window opens.



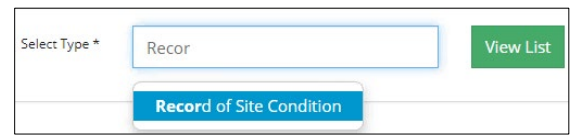
The screenshot shows the 'Create' window with a 'Validate' button and a 'Create Submission' form.

3. Enter **Record of Site Condition** in the Select Type field. OneStop will return possible selections.



The screenshot shows the 'Create' window with the 'Select Type' dropdown menu open, showing 'Record of Site Condition' as a selection.

- a) Select **Record of Site Condition**.



The screenshot shows the 'Select Type' dropdown menu with 'Record of Site Condition' selected.

- b) Click **Validate** on the top left of the screen.



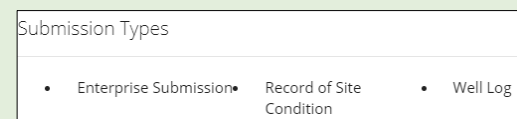
The screenshot shows the 'Validate' button.

Tip

You can also search for Record of Site Condition by clicking **View List**.

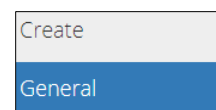
View List

Select the **Record of Site Condition**. Click **Validate**.



The screenshot shows the 'Submission Types' list with 'Record of Site Condition' selected.

4. Click **Next** on the lower left of the screen **Next** or click **General** on the left navigation bar to move to the next screen.



The screenshot shows the 'Create' window with the 'General' button selected.

5. See *Submitting Record of Site Condition (RoSC): General QRG*.