

Electronic Disposition System

Plan Submission Package

User Guide

Environment and Parks, Government of Alberta

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1 Plan Submission Package Overview

The Plan Submission Package allows digital encrypted plan packages to be submitted electronically into EDS for dispositions, which were applied for manually by completing a paper application/amendment form.

1.1 Hours of Operation

The EDS System is available weekdays and weekends including statutory holidays from 5:30a.m. to 11:30p.m. However, it is unsupported or could experience some system downtime due to maintenance during weekends or statutory holidays.

The EDS support help desk is available weekdays from 8:15a.m. to 4:30p.m., with the exception of statutory holidays.

1.2 Support

To report any issues encountered using the Plan Submission Package module, contact the AEP support helpdesk:

In your e-mail, provide the following:

- Steps taken along with screenshots showing values entered
- What happened / what was the error
- What you expected to happen instead

AEP support helpdesk email:

EDS.Support@gov.ab.ca

AEP telephone:

780 427-3570 or 780 422-2079

Availability:

Weekdays from 8:15am to 4:30pm,
except statutory holidays.

2 Quick Start: How do I upload an encrypted plan package for an Application or Amendment submission using the Plan Submission Package in EDS?

This quick start section illustrates the workflow of uploading an encrypted plan package in EDS using the Plan Submission Package module.

2.1 Logging into EDS

To access the Plan Submission Package module, login to EDS at:

- [SecureXNET - EDS Login](#)

You will be directed to the SecureXNET page displayed below.



Figure 1 - SecureXNET Login Page

1. Click on the link with the caption the Electronic Disposition System.

2. You will be directed to another window where you should enter your SecureXNET username and password.
3. Select GoA Client as Account Type.
4. Click on the Login button to proceed to EDS homepage.

2.2 Accessing Plan Submission Package module

Expand the Application Submissions category, clicking on the Plan Submission Package module.

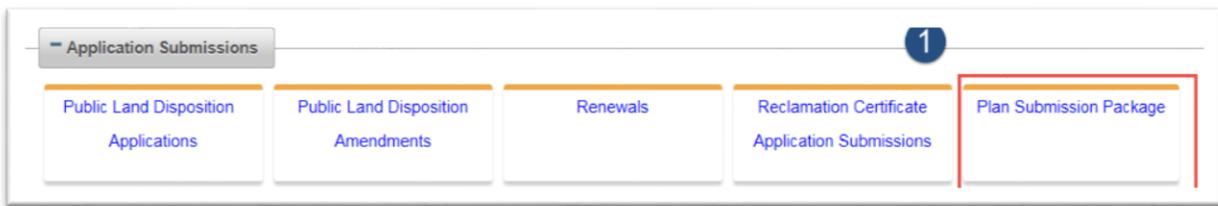


Figure 2 – Accessing the Plan Submission Package module

1. Click to launch the Plan Submission Package module.

 A screenshot of a web form titled "Submitting Plan Package Only". At the top, there is a breadcrumb trail: "Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System". Below this is a welcome message: "Welcome to the AEP Electronic Disposition System." followed by a red warning: "Warning: Please refrain from using the Browser 'Back' function or 'Enter' key while using EDS. Use of these functions may produce unexpected results". The form contains four numbered steps:

1. Enter the disposition #: [RDS170004] (Callout 2)
2. Enter the Confirmation # of the Plan Package: [2017000130] (Callout 3)
3. Enter if this is an application or an amendment: Application Amendment (Callout 4)
4. Click Next

 At the bottom left, there is a "Next »" button with a blue circle containing the number "5" next to it.

Figure 3 – Entering the Activity details

2. Key in the disposition number.
3. Enter the confirmation number obtained from the Plan Confirmation Service when the digital drawing (CAD file or shapefile) was uploaded.
4. Select the applicable radio button to indicate if this is for a brand new Application submission or an Amendment to an existing application.
5. Click Next to advance to the next page.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#)

This form allows you to submit a submission package for an existing application. You must have the Activity # and Confirmation # for the application to go along with the Submission Package

Submission Package: C:\Users\lola.sofeso\Downl 6

7

Warning: Please refrain from using the Browser "Back" function or "Enter" key while using EDS.

Figure 4 – Browsing and attaching the encrypted package

6. Click on the browse button to locate the encrypted package. The encrypted package file is the .enc file embedded in the compressed zip folder downloaded from the Plan Confirmation Service. To locate the file, extract the zip folder and then attach the file, which has an extension .enc.
7. Click on the Next button.

A Confirmation Screen is displayed next with the Activity Number, Reference Number and Confirmation number for the transaction.

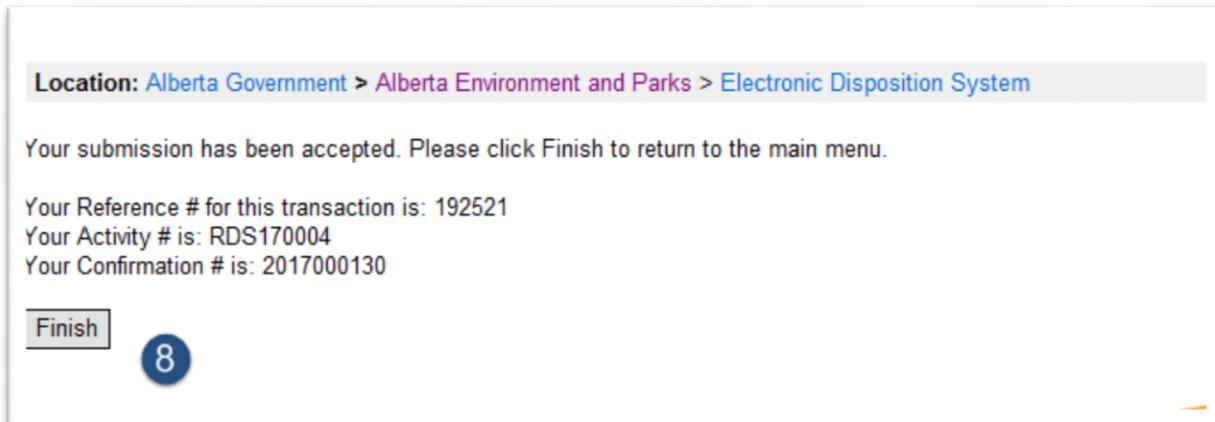


Figure 5 – Confirmation Screen

8. Click on the Finish button.

At this point, an email confirmation is sent to the relevant business unit for processing and a copy is sent to the submitter's email address.

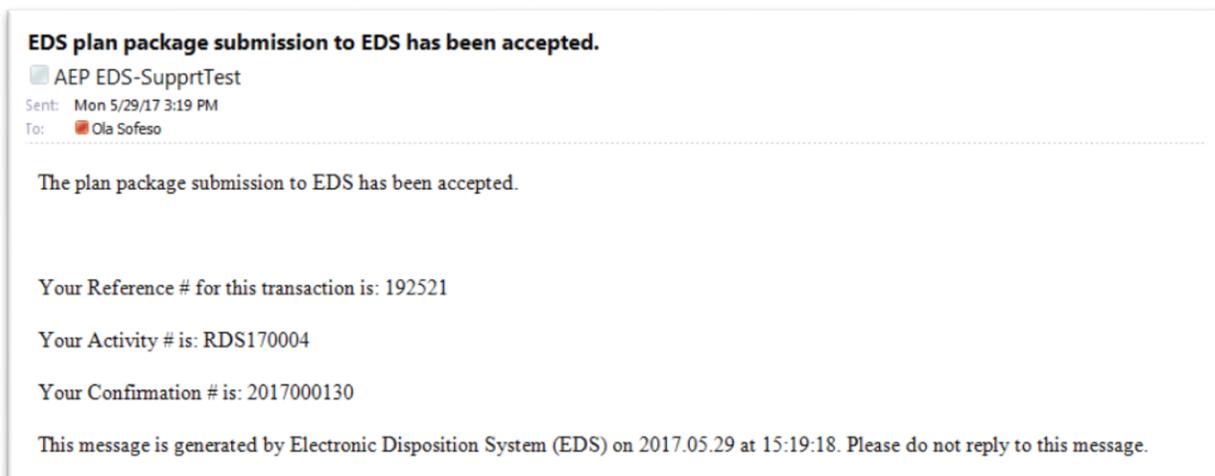


Figure 6 – Email Confirmation showing receipt of uploaded encrypted plan package

3 Troubleshooting Error Messages from the Plan Submission Package module

Some error messages may be encountered when interfacing with the Plan Submission Package module, which are covered extensively below.

3.1 Invalid Activity Number entered

Disposition numbers entered in this module must be one that exists in the Land Information database. The numbers entered are validated and in instances where the number is not found in the database, the following error message is displayed on the screen:

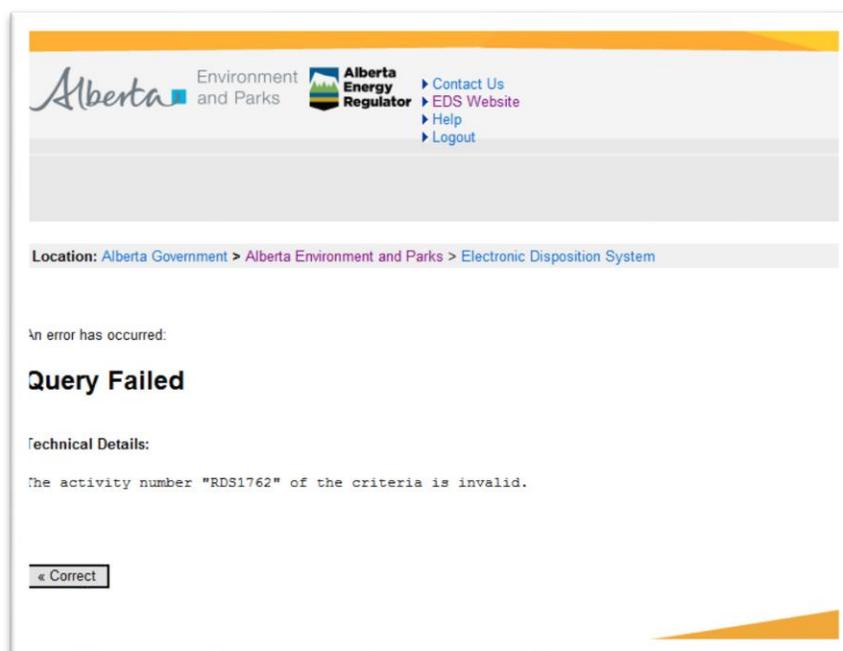


Figure 7 – Invalid activity number entered error message

A quick resolution will be to check the activity number entered again to ensure it is the correct one that was issued for the disposition being applied. If in doubt, you can contact:

- [EDS Helpdesk](#)

3.2 Invalid Shapefile Disposition Types are not correct

The encrypted plan package retrieved from the Plan Confirmation Service, which is uploaded through this module should have a matching disposition code (from the text layer for a CAD drawing file or attribute text data for a shapefile that was uploaded to the Plan Confirmation Service) as the activity number entered in the Plan Submission Package module.

For example, an encrypted plan package that has a DRS text layer cannot be uploaded in the module for a disposition number that starts with RDS. It has to be a RDS encrypted plan package being uploaded for an existing RDS disposition number.

The following error message is displayed highlighting where this occurs.

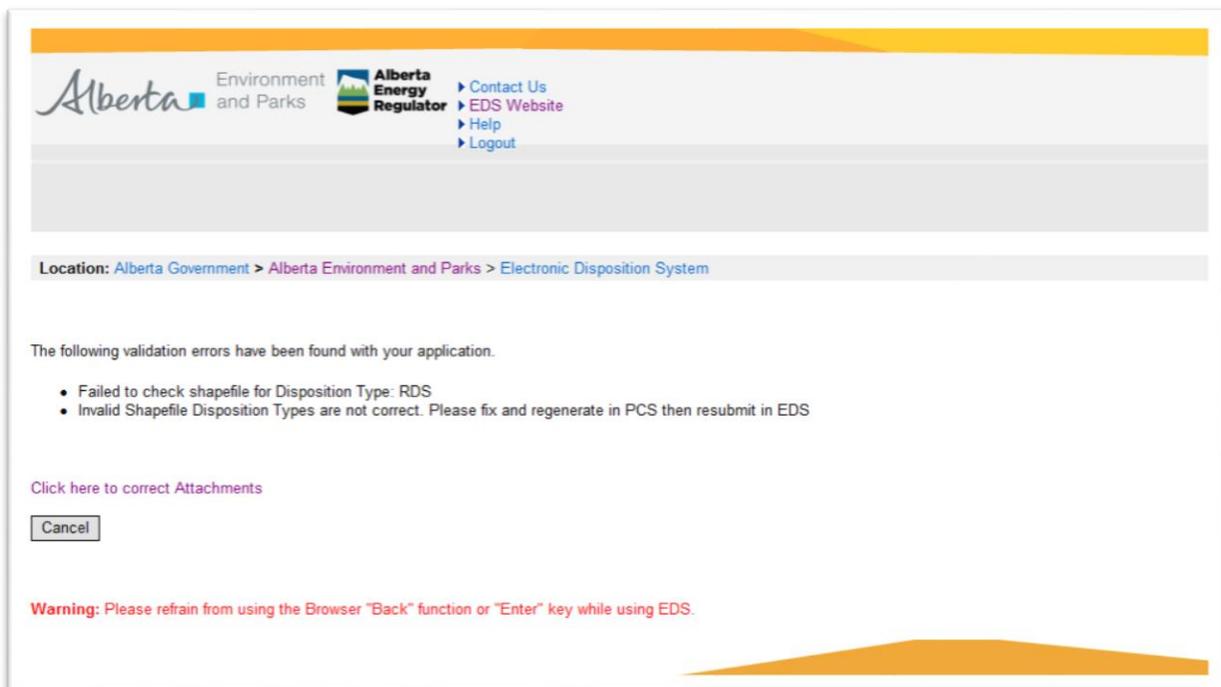


Figure 8 – Invalid Shapefile Disposition Types not correct error message

To resolve this error message, you will need to confirm from the CAD file or shapefile that was uploaded to the Plan Confirmation Service, that the text attribute data does contain a matching disposition code from the disposition number entered in this module. For a CAD file upload, verify Layer 40 does contain the appropriate disposition text node. For a shapefile upload into PCS, verify the attribute field DISP_TYPE found in the B shapefile contains the right disposition code.

3.3 Invalid Plan Confirmation Number entered

The plan confirmation number entered in this module is validated against the Plan Confirmation Service database so typing a confirmation number that wasn't generated from the Plan Confirmation Service system will result in this error message below;

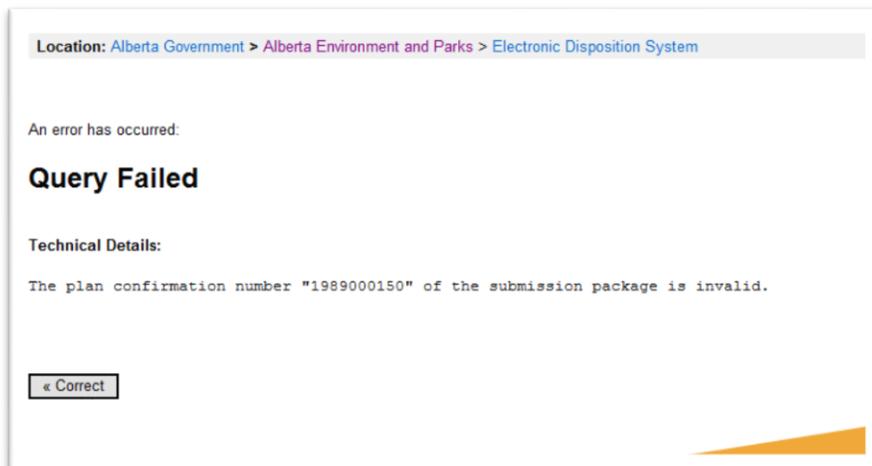


Figure 9 – Invalid Plan Confirmation Number error message

To resolve this error message, you will need to enter a valid plan confirmation number. You may have to re-submit the drawing files to the Plan Confirmation Service system to obtain a new number.

3.4 System cannot decrypt the plan submission package

This error message appears when an incorrect file type is attached for an encrypted plan package.

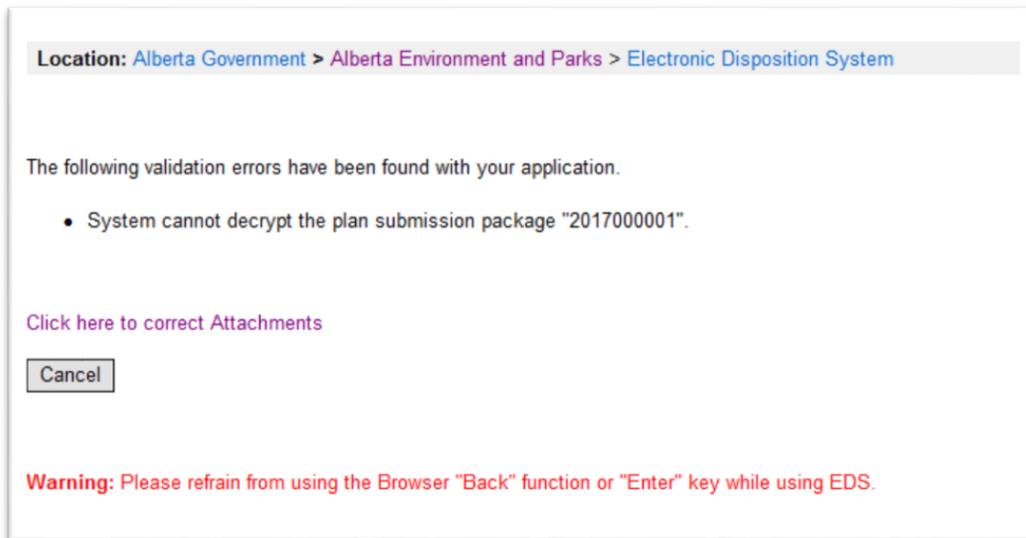


Figure 10 - System cannot decrypt plan submission package

To resolve this error message, you must ensure when browsing to attach the encrypted plan package, you select the file, which ends in .enc as this, is the encrypted plan package. The .enc file is found in the compressed zip folder, which you downloaded from the confirmation screen of the Plan Confirmation Service system after uploading your digital drawing and survey plan. To locate the .enc file, simply extract the zip folder and attach the .enc file nested in the extracted folder.

3.5 Plan Confirmation Number already exists in the system

The plan confirmation number entered in the plan submission package module shouldn't be one that has been used in a previous application or amendment submission except for where the application/amendment

submission was rejected/cancelled will a re-use be allowed. An error message similar to the one below is displayed where this validation occurs.

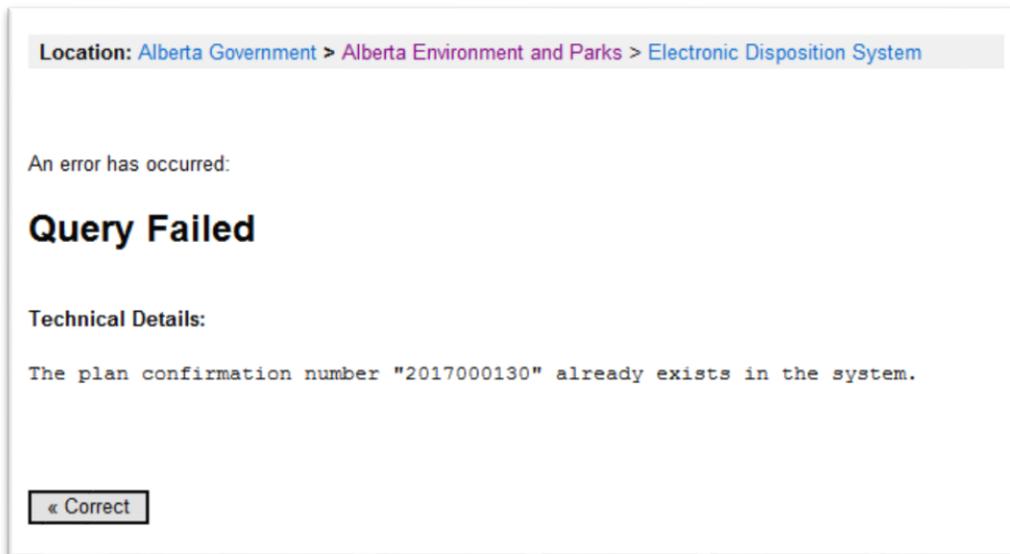


Figure 51 – Plan Confirmation number already exists in the system error message

To resolve this error message, simply generate a new plan confirmation number from the Plan Confirmation Service interface. Enter the new plan confirmation number obtained in the Plan Submission Package module when prompted for one.

Appendix A - Disposition and Reservation Codes and Definitions

CEP – Coal Exploration

CNC – Consultative Notation – Company

CNT – Consultative Notation

CUP – Cultivation Permit

FDL – Farm Development Lease

GRL – Grazing Lease

GRP – Grazing Permit

GRR – Provincial Grazing Reserve

HRS – Holding Reservation

ISP – Industrial Sample Plot

KRS – Kananaskis RCMP Staff Housing

LDR – Land Disposition Request

PEZ – Parks Easement

PGP – Parks Grazing Permit

PGL – Parks Grazing Lease

PHP – Parks Haying Permit

PLC – Parks License of Occupation

PLS – Public Land Sale

PML – Parks Miscellaneous Lease

PMP – Parks Miscellaneous Permit

PMS – Parks Miscellaneous Surface Lease

PNT – Protective Notation

PPA – Parks Pipeline Agreement

PPI – Parks Pipeline Installation Lease

PRA – Parks Rural Electrification Application

PRD – Parks Roadways

PRE – Parks Right-Of-Entry

PRL – Parks Recreation Lease

PRS – Parks Reservation Notation

PSH – Parks Staff Housing License

PSL – Parks Surface Materials (Exploration)

PSM – Parks Surface Materials Lease

RDS – Provisional Roadway

RLC – Rangeland Act Code

ROE – Right-Of-Entry Agreement

ROW – Right-Of-Way Lease

RRD – Registered Roadway