Electronic Disposition System

Application Supplement

User Guide

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Disclaimer

In this disclaimer provision:

“Crown” means Her Majesty the Queen in right of the Province of Alberta;

“Minister” means the Minister responsible for the department of Alberta Environment and Parks;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Environment and Parks.

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

(a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and

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    (i) The use of this material or documentation or EDS or any service connection - therewith; or

    (ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

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1 Application Supplement Overview

These documents provide the regulatory body with information around the construction and development of the activity and in many cases provides context of that activity in relation to the standards and conditions as identified by the Landscape Analysis Tool (LAT). In addition, these documents provide information that advises the regulatory body that proper planning steps were undertaken during the planning stages of the project. These supplements can also provide the regulatory body information to assess land use charges in the case of authorized associated incidental activities.

1.1 Hours of Operation

The EDS System is available weekdays and weekends including statutory holidays from 5:30 a.m. to 11:30 p.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 8:15 a.m. to 4:30 p.m., with the exception of statutory holidays.

1.2 Support

To report problems, kindly reference the table below.

Disposition Code and Description	Corresponding Regulatory Body and Contact Information
ALR – Aggregate Land Review Request DLO - License of Occupation DML - Miscellaneous Lease DMS - Mineral Surface Lease DPI - Pipeline Installation Lease DPL - Pipeline Agreement EZE - Easement REA - Rural Electric Association Easement REC - Recreational Lease SMC - Surface Material License SME - Surface Material Exploration SML - Surface Material Lease VCE - Vegetation Control Easement	**AEP support helpdesk email:** EDS.Support@gov.ab.ca AEP telephone: 780 427-3570 or 780 422-2079 Availability: Weekdays from 8:15.a.m to 4:30p.m., except statutory holidays
LOC - License of Occupation MLL - Miscellaneous Lease MSL - Mineral Surface Lease PIL - Pipeline Installation Lease PLA - Pipeline Agreement RVC - Vegetation Control Easement	AER support helpdesk email: inquiries@aer.ca AER telephone: 1-855-297-8311

Table 1 – Disposition Types by Regulator

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

2 Quick Start: How do I apply for an Application Supplement through EDS?

This quick start section illustrates the basic Application Supplement submission process via walkthrough of supplement screens.

The Application Supplement workflow includes the following steps, and is covered in sections below:

- Logging in and Starting an Application Supplement.
- Choose appropriate Report Type, Disposition Type, Purpose/Activity Type selections and fill in an optional Project Name field.
- Fill in the Supplement sections and mitigation section where Report Type option selected is “Application Supplement with Mitigation”.
- Peruse the Review page.
- Agree with the "Terms of Use and Disclaimer”.
- Download the Application Supplement document from the Confirmation page.

2.1 Logging in and Starting an Application Supplement

To begin your Application Supplement application, login to EDS at:

- SecureXNET Login

You will be directed to the SecureXNET page displayed below.

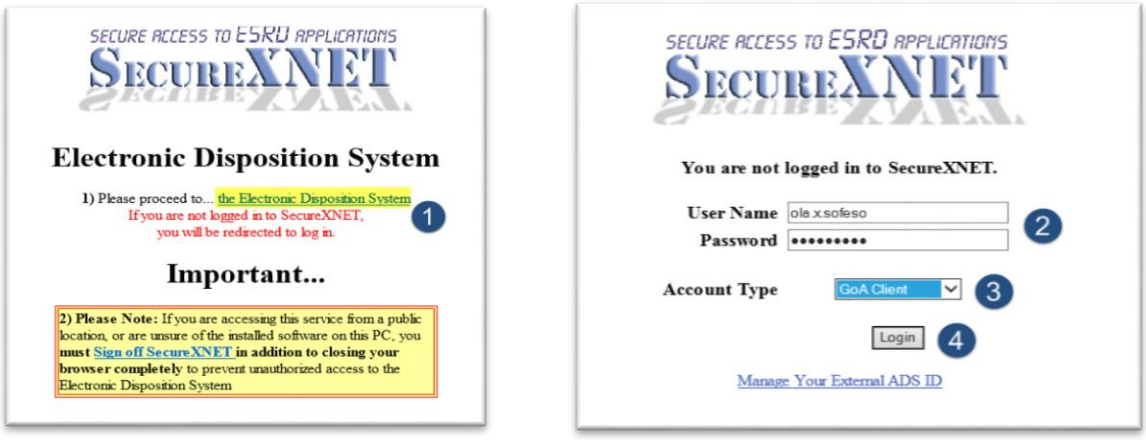

Figure 1 - SecureXNET Login Page

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

2. Another window pops open 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 the EDS homepage.

Expand Application Prerequisites category to access the Application Supplement module.

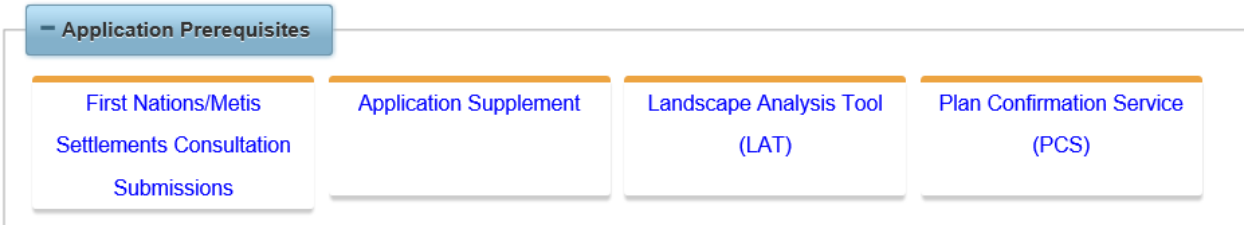

Figure 2 – Accessing Application Supplement module from EDS homepage

Click on Application Supplement module to be taken to the Application Supplement start page.

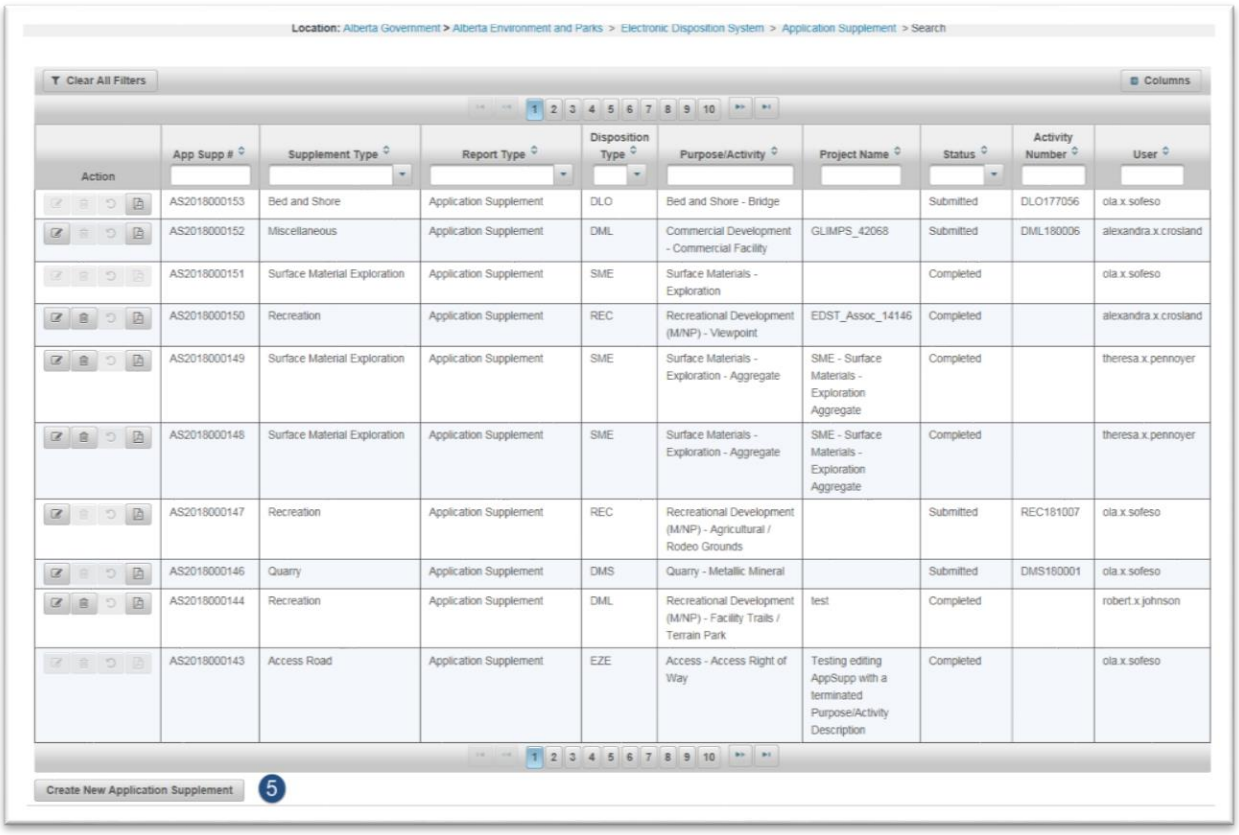

Figure 3 – Application Supplement start page

2.2 Application Supplement page – Choose appropriate Report Type, Disposition Type and Purpose/Activity Type.

From Figure 3,

5. Click on Create New Application Supplement button.

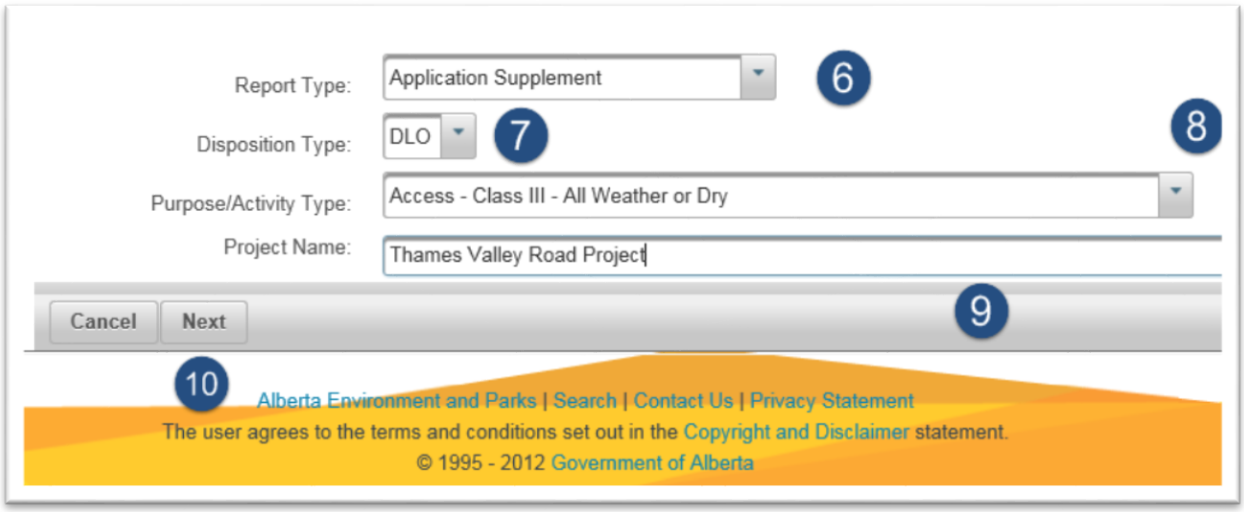

Figure 4 – Application Supplement Form generation

6. Click on the drop down, select **Application Supplement** i.e., where all the conditions retrieved for the proposed activity location, on the LAT report are met. For instances where one or more of the approval standard(s) was not fulfilled, select **Application Supplement with mitigation**. In these circumstances, you will be required to complete the mitigation section detailing the reasons why you should be granted an exemption from meeting the approval standard.

7. Select the Disposition Type from the drop down applicable for the Application Supplement submission.

8. Select the Purpose/Activity Type text description from the drop down.

9. Type in a Project Name in the field. This is optional but it is regarded as best practice to have it filled in as it enables you to search for an Application Supplement number/reference in relation to a specific project on the Application Supplement start page.

10. Click the Next button to proceed to the next section.

2.3 Application Supplement Sections

Prelude

The Application Supplement web forms are dynamic in nature such that saying *Yes* to a certain field will display another sub-field where applicable options are to be checked off or additional information is to be provided in the field.

All field values are to be supplied based on the relevant options that reflect the disposition`s activity being applied for; failure to do this will generate an error message displayed at the bottom of the section with the omitted field highlighted in red where you will be prompted to complete the field - a text/value is expected in the field. The only exception is where the “Disable warning” checkbox found at the bottom of the section page is checked.

Disable warning checkbox temporarily allows the submitter to ignore warnings derived from omitted fields and advance to the next section supplying field values on subsequent sections where such information is known. The user has the option to save the Application Supplement as a draft, at which point the Application Supplement number will be generated and can be edited from the Application Supplement start page later. Alternatively, the user may proceed up until the review page but will be required to provide all missing data before accessing the Terms of Use and Disclaimer statement, and eventually having an Application Supplement number generated and the form available for download.

The questions outlined on the web forms are different as they are configured as supplement type templates based on the combination of disposition type and purpose/activity types. For example the set of questions available for a DLO > Access > Class I – All Weather (belonging to an Access Road Supplement Type) will be different from an SML > Surface Materials > Gravel (which belongs to a Surface Material Lease Supplement Type).

Some Supplement Type templates may only have Sections A-D while others may have Sections A-E.

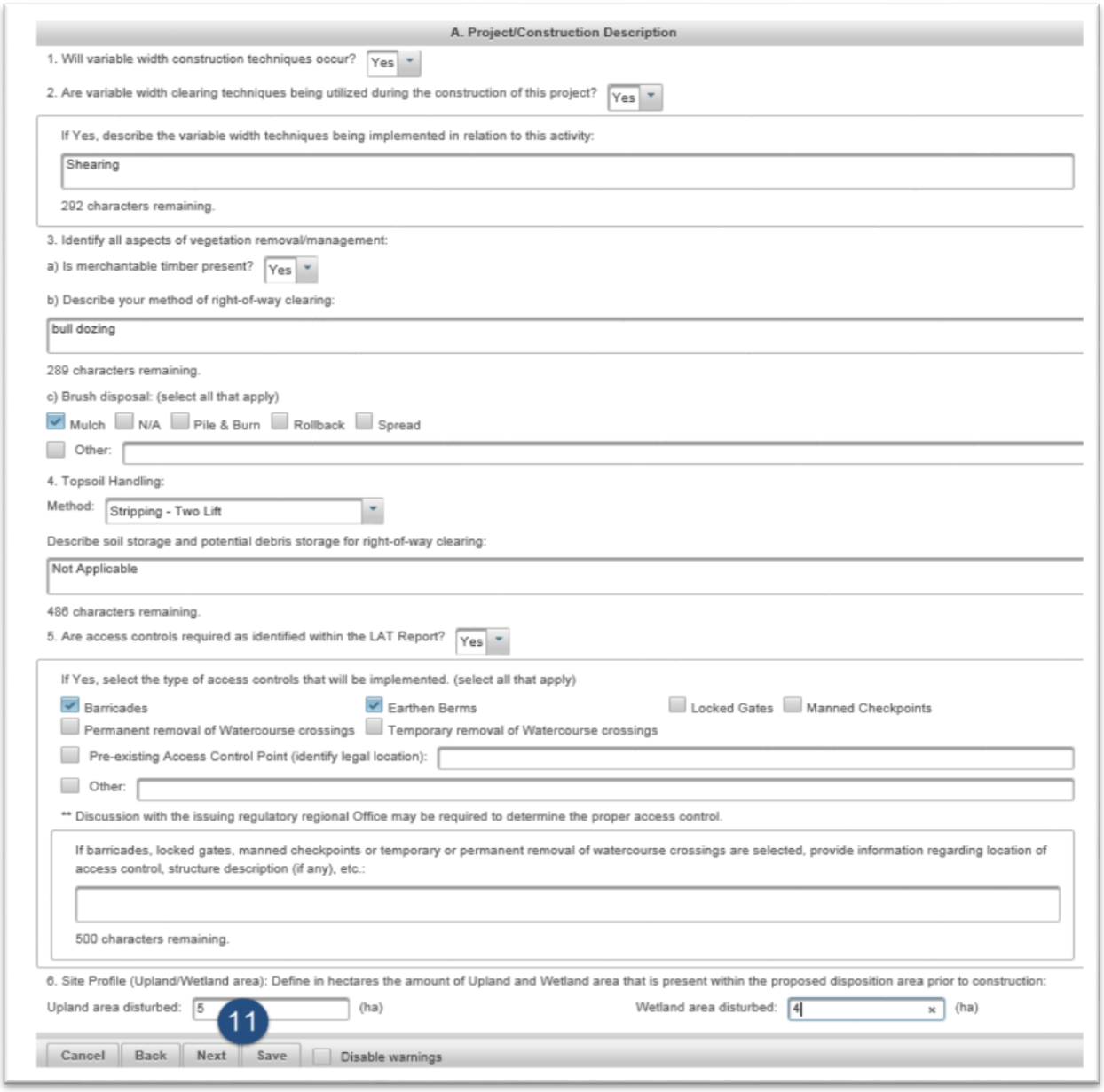

Figure 5 – Section A. Project/Construction Description of Access Road Supplement Type

11. Click Next button to advance to section B.

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For tabular data to be entered as illustrated below, the edit icon (yellow highlight from the snapshot) must be clicked to activate the fields and make it editable. Once clicked and the fields are editable, clicking the drop down arrow or typing in values in the field, you should be able to enter row data.

To finish the row, click the highlighted icons in yellow . To delete the row data, click on the delete icon highlighted in blue.

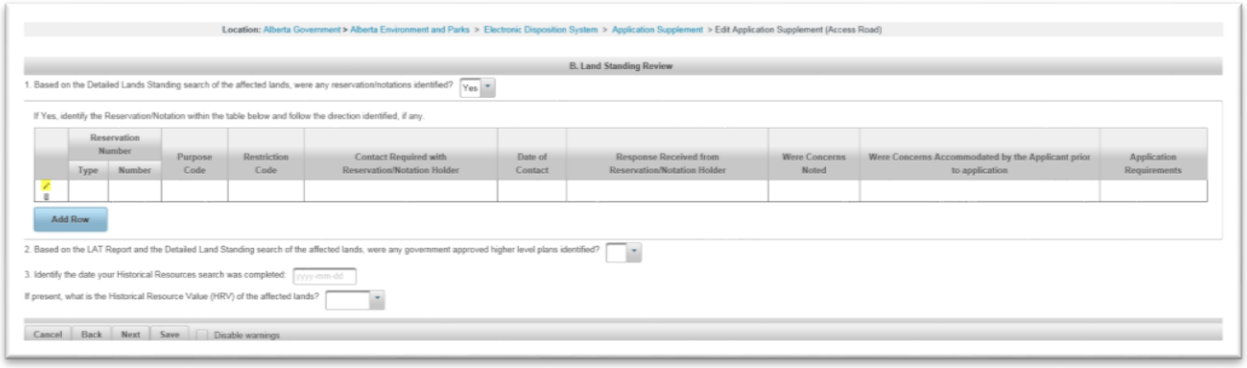


Figure 6 – Editing tabular data on Application Supplement sections

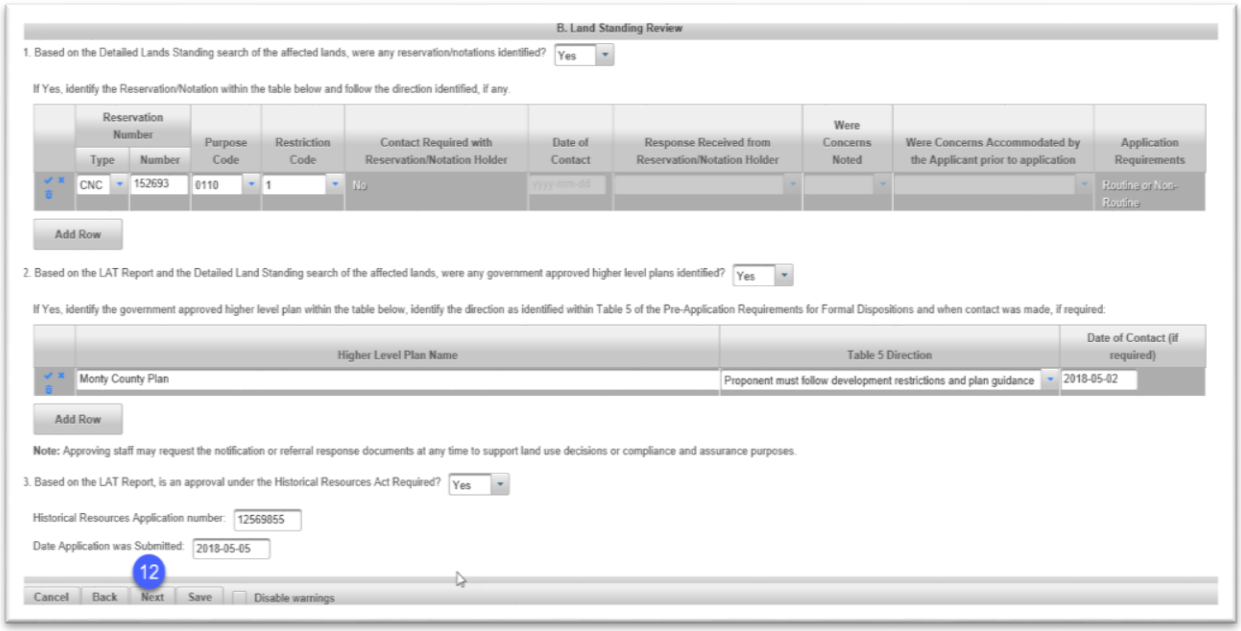


Figure 7 - Section B. Land Standing Review

On question 3 of section B of the Application Supplement form, ‘Yes’ should be selected if the ‘Historical Resources Application Required’ field contained on page 3 of the Landscape Analysis Tool report reads Yes.

You will be required to provide a Historical Resources Application number and Date application was submitted when ‘Yes’ is selected.

To apply for a Historical Resources Application number, kindly refer to the

- Online Permitting and Clearance System (OPAC)

12. Click the Next button to proceed to section C.

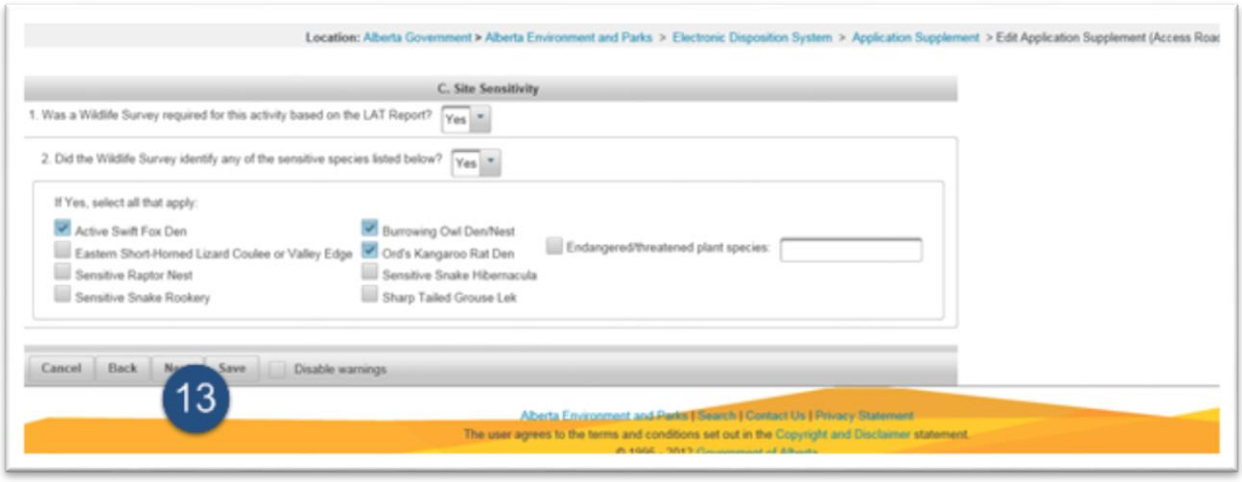


Figure 8 - Section C. Site Sensitivity

13. Click Next to advance to Section D.

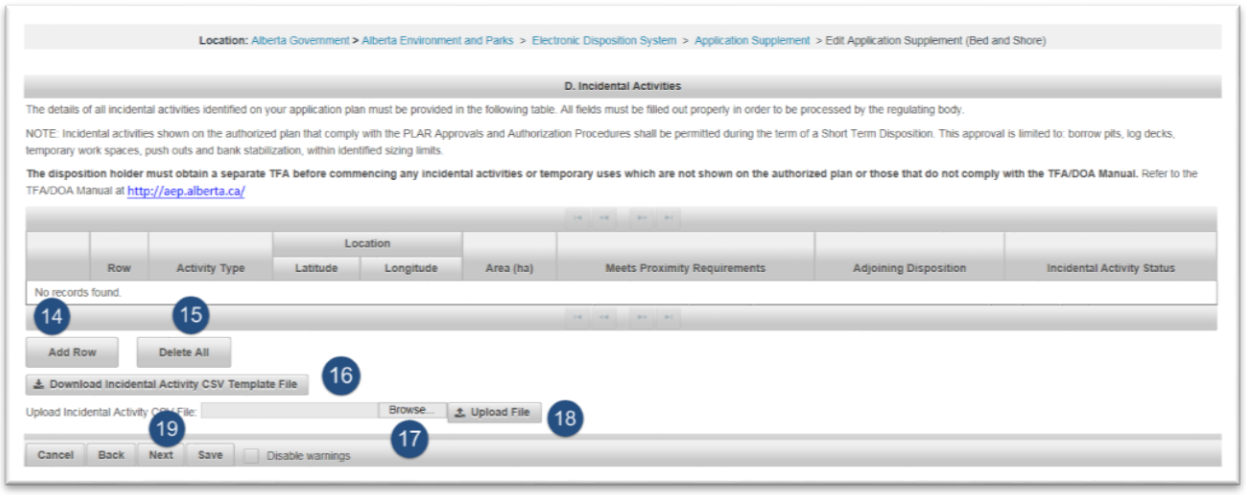


Figure 9 – Section D. Incidental Activities

Incidental Activities must be identified for each disposition if the applicant has expectations of these being approved as part of the disposition application. This table provides clarity for the regulatory body staff and applicants on which incidental activities are approved as part of the disposition application and which still require approval through a Temporary Field Authorization (TFA) application. For more information on Incidental Activities, refer to **6.0 Section D: Incidental Activities** found in the user guide at the link below:

- Instructions for the Completion of EDS Supplements for Formal Disposition Applications User Guide

Incidental Activities can either be added manually by using the Add row button or could be uploaded through a csv file (for up to a maximum of 200 records). For records added manually, utilize steps 14 and 19. For records uploaded through a csv file, utilize steps 16-19.

14. Click Add Row button to manually add incidental activities. Then the edit icon denoted by the pencil icon to fill out the field data. All enabled fields must be completed. Click on the check mark to save row data afterwards.

15. An optional button ‘Delete All’ is available if you choose to delete all incidental activities record.

16. This button is utilized where numerous records are to be entered for the Incidental activities. A maximum of **200 records** are allowed. Click on this button to download a csv template file with row

headers pre-formatted as row 1. Replace the data on the csv worksheet with your incidental records specified i.e., Activity Type, Latitude, Longitude, Area, Meets Prox Reqs and Adjoining Disposition. **Row headers must not be renamed or additional column names indicated**. In addition, all column names require data in their respective cells as null values are not accepted. Once completed, save the csv file on your computer's directory.

17. Clicking on the browse button, navigate to the directory where the csv file was saved i.e., in Step 16 and select the file.

18. Click on this button to upload the file to have the records populated on the Incidental Activities table.

19. Click on Next to proceed to the Review Page.

Figure 10 – Section E. Method of Water Crossings

20. Click Next to proceed to the Review page.

2.4 Peruse the Review Page

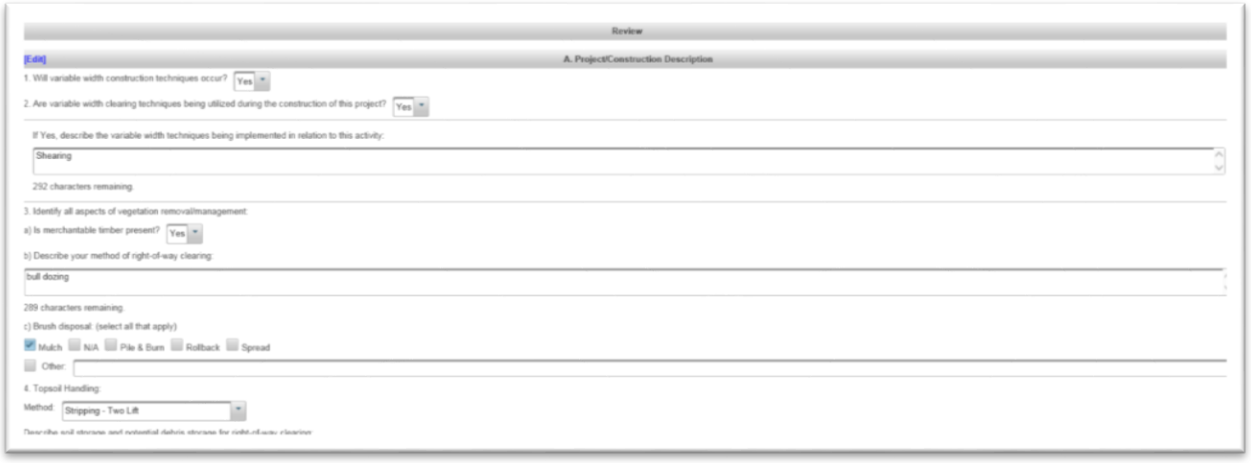


Figure 11 – Review Page

Clicking any of the Edit links in blue text will take you directly to the section where edits can be made to field values there. Clicking the Next button continuously on the latter sections will bring you back to the review page. Once perused and you are satisfied with the data input, click on Next button to access the Terms of Use and Disclaimer text.

2.5 Agree with the Terms of Use and Disclaimer Text

On the next page will be the Terms of Use and Disclaimer text, read through it and click on the button that reads "**I Agree and Submit**" to successfully apply for the Application Supplement number and have the document available for download.

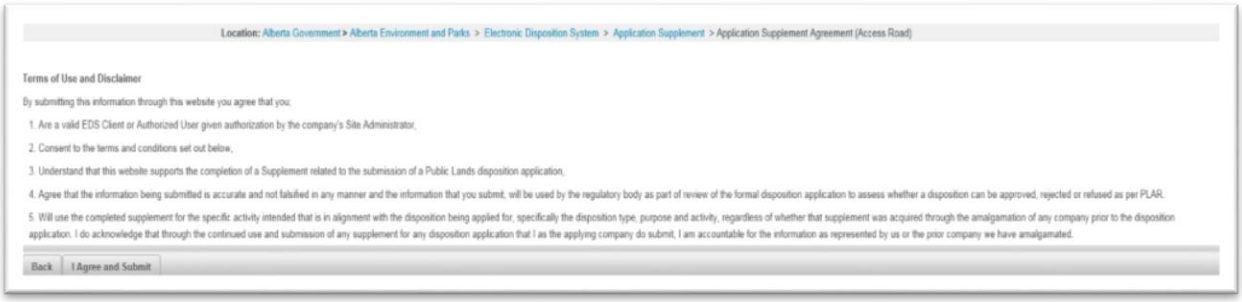


Figure 12 – Terms of Use and Disclaimer Text

2.6 Downloading the Application Supplement from the Confirmation Page

EDS will display the Confirmation Page upon agreeing to the Terms of Use and Disclaimer text.

Figure 13 – Application Supplement Confirmation Page

The Confirmation Page for the Application Supplement displays pertinent fields constituting the Application Supplement submission.

Click on the button that reads Download PDF to download and save the Application Supplement document to your file directory. This will be required to be attached on the upload documents page for an EDS Application or Amendment submission.

3 The Application Supplement Main Page

3.1 Application Supplement Table

Application Supplements created are linked to SecureXNET user accounts, which indicate that you can only access and view Application Supplements created under your username or usernames of employees that work within your organization.

The figure below explains the field names and shows a snapshot of Application Supplement numbers generated by a SecureXNET user account.

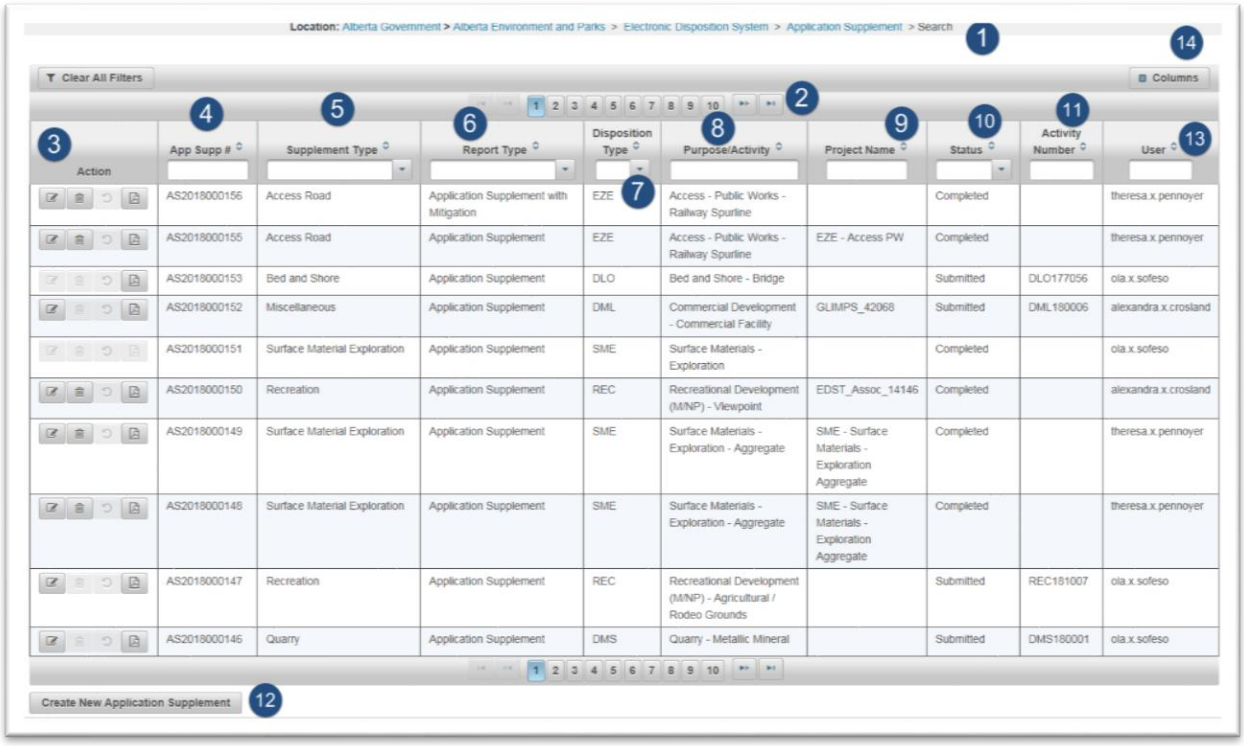


Figure 14 – Application Supplements Main Page Table

1. **Breadcrumb** - The breadcrumb allows navigational aid to be able to link back to the pages highlighted in blue text. For example, clicking on “Electronic Disposition System” will take you back to the EDS homepage.

2. **Page Navigation** – The page navigation allows users to switch from one Application Supplement preview page to another. This will be enabled where the page section contains more Application Supplement numbers generated thereby expanding the view beyond just the first page. In Figure 14, there are ten pages containing Application Supplement data.

3. **Action Column –** The Action column has four action icons; they are

Figure 15 – Action Column icons

a. **Edit** – The Edit icon is used to edit an Application Supplement. This is enabled at all times regardless of the Application Supplement status. However, an Application Supplement which has been uploaded as part of an EDS Application/Amendment submission i.e., one where there is an Activity Number linked with it (see Figure 14) should only be edited where this has been communicated by the field staff or legal administrator at the Provincial Approvals Section of the department.

   Project Name, Report Type and Application Supplement data found on the sections can be edited. Disposition, Purpose/Activity Description cannot be edited once the supplement has an activity number linked to it. To submit edits, you must proceed to the review page and click on the submit button, to submit the transaction which will have a new Application Supplement form data created with the revised changes.

   You may choose to just save the changes by clicking on the Save button however the changes would not be reflected on the Application Supplement form until the changes are submitted by clicking on the Submit button.

   Project Name field can be edited by clicking on the edit icon. Once in an edit session, section A of the Application Supplement is displayed, just click on the 'Back' button to access the Supplement first page. As you would notice both Disposition Type and Purpose/Activity Type dropdowns are disabled permitting only the project name and Report Type fields to be edited.

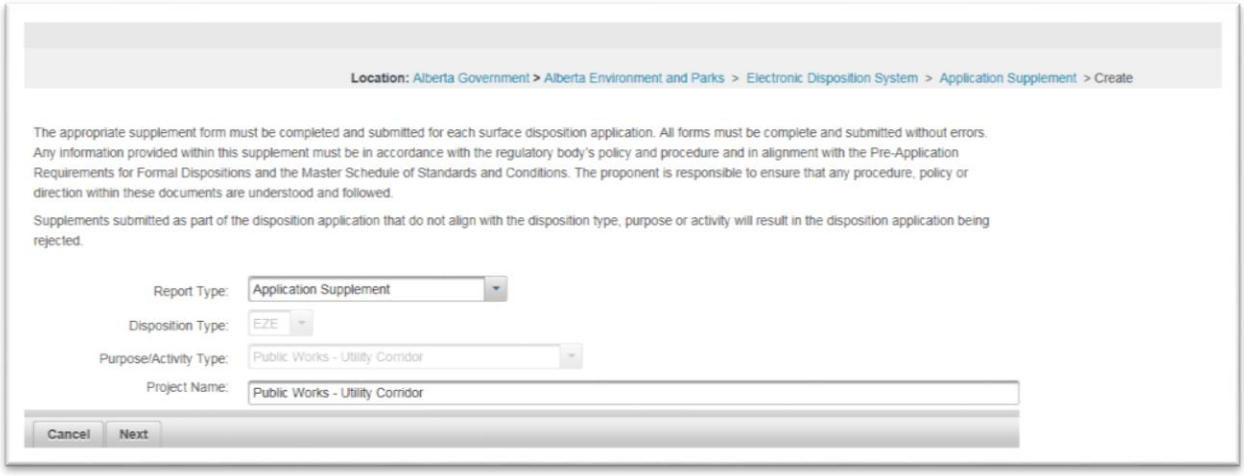


Figure 16 - Editing Project Name field on an Application Supplement form

b. **Delete** – The delete icon is used to delete Application Supplements from the Application Supplement table. All relevant forms and data will be purged from the system once the delete button is clicked. A confirmation action dialog box is displayed when the delete icon is clicked as shown below. Deleted Application Supplements **cannot** be retrieved so a great deal of caution should be exercised before performing this action.

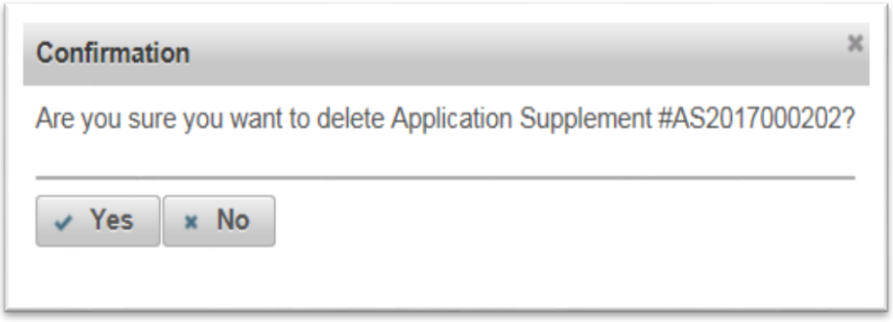


Figure 17 – Delete Operation Confirmation window for an Application Supplement

Selecting the *Yes* button will confirm the delete action while *No* will revert to the Application Supplement table. Only Application Supplements that have not been uploaded in support of an EDS Application/Amendment submission can be deleted. In other words, Application Supplements from Figure 14 where the Activity Number is null can be deleted.

c. **Undo** – The Undo button when clicked is used to restore the previous version of the Application Supplement created. The form data is restored to the previous version created once the icon is clicked. The Undo button is disabled where the Application Supplement has a status of "Submitted" or where only one version of the Application Supplement created exists.

d. **Download PDF –** This icon allows you to download the Application Supplement generated in a PDF document.

4. **App Supp #** - This is the Application Supplement number generated.

5. **Supplement Type –** This web form template comprises the Application Supplement questionnaire. The Supplement Type used is based on a combination of the disposition type and purpose/activity type. The Supplement Type listed are Access Road, Bed and Shore, Easement, Mine, Miscellaneous, Pipeline, Quarry, Recreation, Site Install, Surface Material Exploration, Surface Material Lease, Surface Material Licence, Vegetation Control Easement, and Wellsites.

6. **Report Type –** This indicates if the Application Supplement created is one with or without mitigation. An Application Supplement with mitigation will be created where one or more approval standards on the Landscape Analysis Tool (LAT) could not be adhered to or where mitigation concerns exist on the disposition application applied for.

7. **Disposition Type –** This is the disposition type code applied for and associated with the Application Supplement record.

8. **Purpose/Activity –** This is the purpose/activity description indicated on the Application Supplement document generated.

9. **Project Name –The** project name field pertains to the Application Supplement being applied for. This field is optional and it is only for the client's organization internal purposes for identifying Application Supplements applied for in relation to specific projects.

10. **Status –** This is the Activity's number status. **In Progress** means this is an Application Supplement in a draft stage, **Completed** means an Application Supplement that has been applied for and had its PDF form generated. The PDF icon seen under the Action column name will be enabled where an Application Supplement has a Completed or Submitted status. **Submitted** implies the Application Supplement record has been attached in support of an EDS Application/Amendment submission.

11. **Activity Number –** This is the Activity Number generated from an EDS Application/Amendment submission where the Application Supplement was attached in support of it.

12. **Create New Application Supplement** – The user will click on this button to start a new Application Supplement application.

13. **User** – This is the SecureXNET username that created the Application Supplement record. All employee usernames associated with the same Company's Client ID will be able to access Application Supplements created by one another when they are logged in. This column here will indicate the employee within the organization that created the Application Supplement.

14. **Columns –** A new columns toggle button introduced which when clicked allows you to customize visibility of column names to be displayed on the Application Supplement table. To enable column names to be displayed, click on the Columns toggle button, and then click on checkboxes where you would want their field names shown. To remove the column names from being displayed simply uncheck the checkboxes beside column names to be hidden on the Supplement Search page.

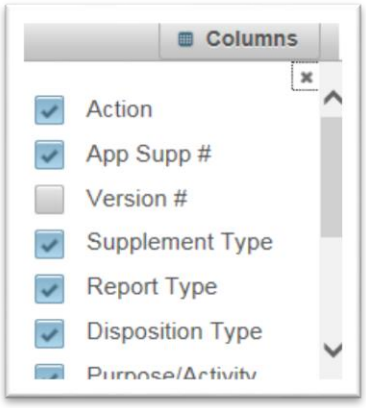


Figure 18 - Columns Toggle button

3.2 Filtering Records on the Application Supplement Table

Data values on the table can be filtered at any time to restrict the records to a parameter specified. In the table shown below, application supplements can be filtered to only show records where the Status is "In Progress".

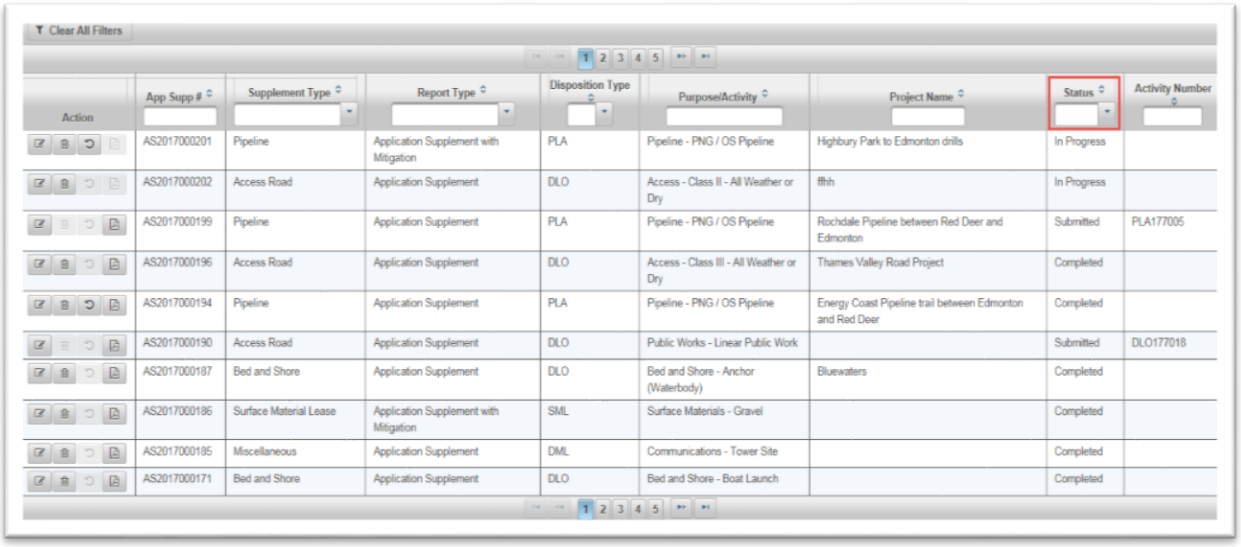
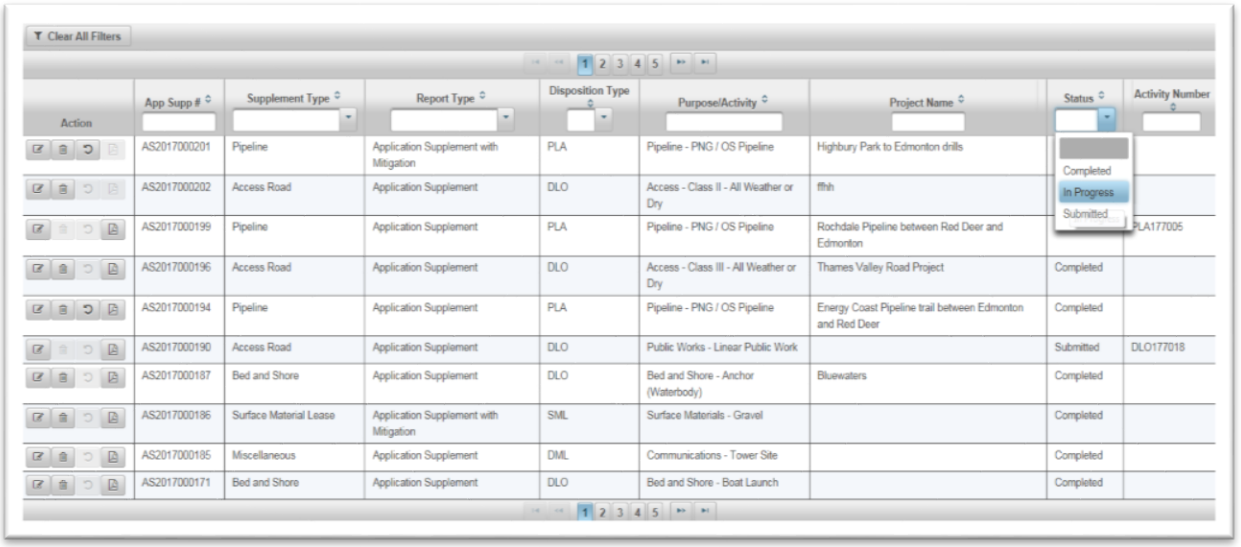
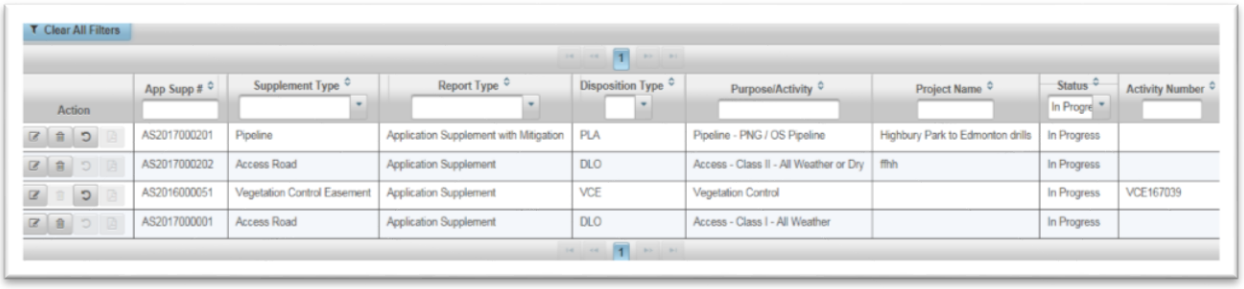


Figure 19 – Filtering Records on the Application Supplement Table

To achieve this, you will click on the drop down arrow under the heading name Status changing it to “In Progress”.



The outcome of the filter will be Application Supplement records being displayed that have a status of “In Progress”.



To clear the filter, simply click on the “Clear All Filters button” on the top left hand corner of the table. All records in the view should be restored. The same approach can be used for filtering records based on other fields. Wildcards (*, %) are not permitted filter characters. For instance, I could filter text values on the App Supp # field by typing some characters (in no specific order) that is contained within the App Supp # generated and the text combination will be displayed. Typing in 016 or AS2016 will display App Supp # that contains the character “016” or “AS2016” respectively. The same logic applies to Activity Number, Project Name, and Purpose/Activity fields.

3.3 Notes about using Application Supplement for Application and Amendment submissions.

- Note that an Application Supplement can only be **used once in a transaction** i.e., in an Application or Amendment submission except in instances where the application or amendment submission was rejected, will a reuse be allowed.

- In addition, an Application Supplement attached to an Application/Amendment submission must match the Disposition Type and Purpose/Activity Type selections. An error will be displayed on EDS Application/Amendment Attachment page screen where these codes do not match.

- An Application Supplement attached to an Application/Amendment submission must be the most recent (PDF) version generated for the supplement.

- A brand new Application Supplement number and document must be created where a disposition amendment is required for amendment selections: Change of Purpose, Addition / Change in Land / Change in Dimension and for Partial Assignments.

4 Editing an Application Supplement

During a merit review of an Application or Amendment submission, the Provincial Approval Section may ask the client to submit an edited Application Supplement through the Document Upload application module. Kindly refer to the link below and download the Document Upload User Guide for more information on the submission process

- Electronic Disposition System

4.1 Editing Purpose/Activity Description field on Application Supplements

To edit an Application Supplement, click on the Edit icon (highlighted below) under the Action tab on the Application Supplement Search page.

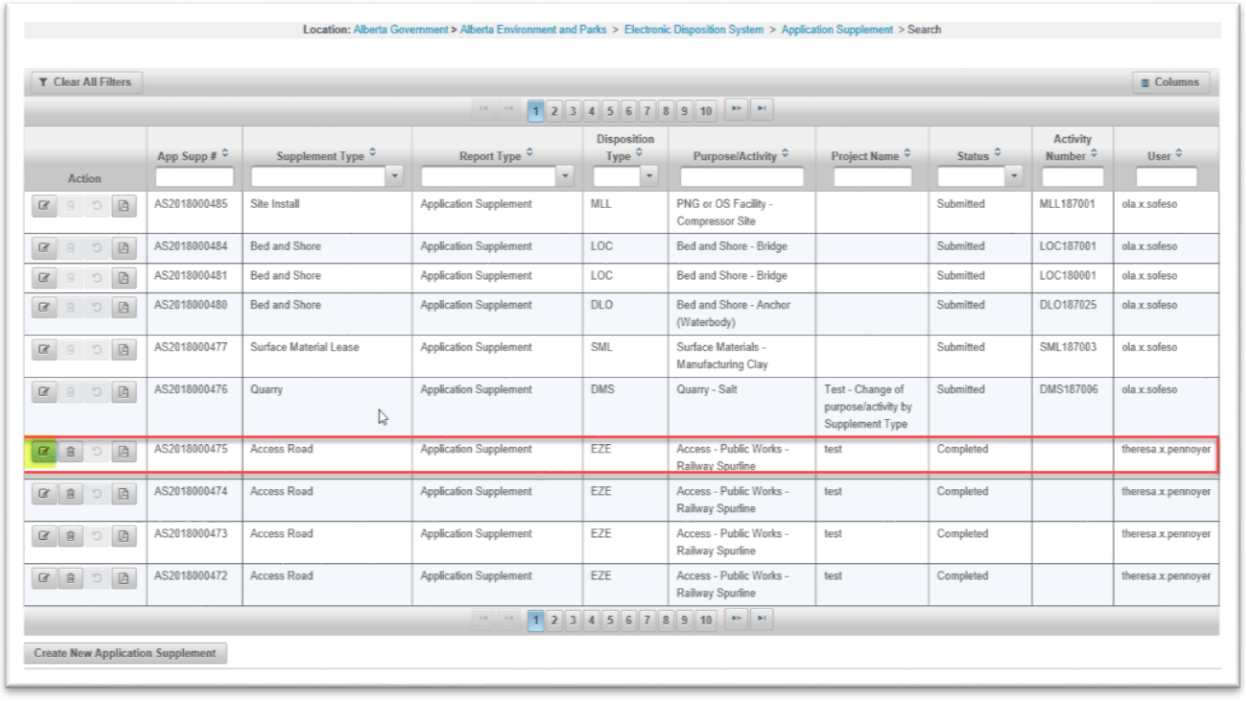


Figure 20 - Editing an Application Supplement

This takes you to the Section web forms. To access the Create page, which contains the Purpose/Activity description, Report Type and Project Name field, click on the 'Back' button on Section A.

From the page below, you will notice the purpose/activity description can be changed provided the Application Supplement has not been uploaded in support of an Application or Amendment submission. Purpose/Activity description available in the dropdown list is restricted by Supplement Type.

For Application Supplements uploaded to a disposition submission, you cannot edit the purpose/activity description.

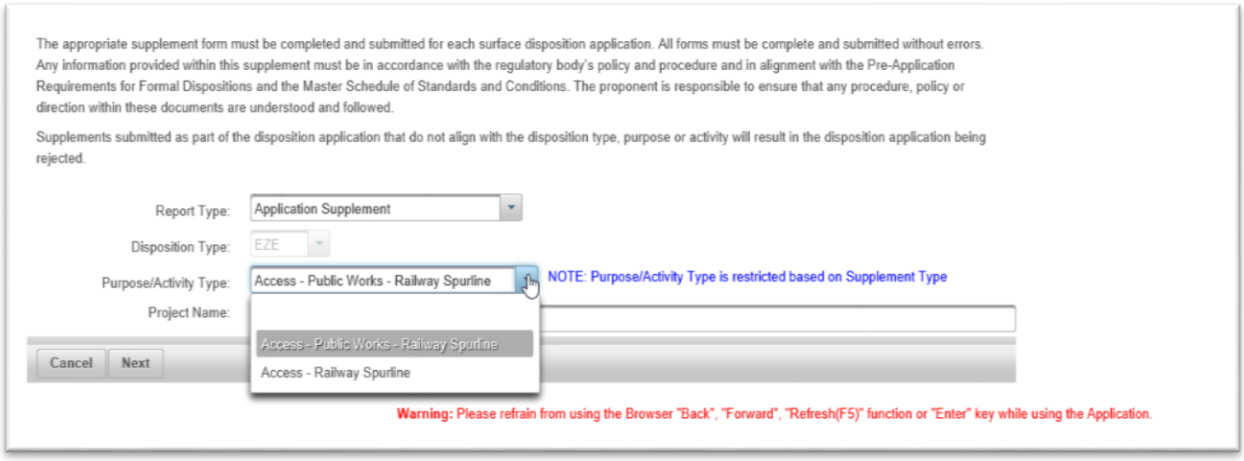


Figure 21- Change of Purpose/Activity description on Application Supplements

4.2 Editing Project Name and Report Type fields on Application Supplements

From the Create page, you can edit the Project Name and Report Type fields. Once the changes are finalized on this page, click on the Next button to proceed to the Section pages.

Changes to the Application Supplement should be committed by clicking on the Submit button after the Terms of Use and Disclaimer page. Otherwise, it could be saved as a draft but field edited will not be reflected on the downloaded Application Supplement form until the transaction is submitted.

Both fields can be edited even when the Application Supplement have been uploaded as part of a disposition application or amendment submission.

Proceed to the Document Upload module to submit the edited Application Supplement and have it form part of the disposition approval document.

5 Troubleshooting Error Messages that appear on the Application Supplement interface

Some error messages may be encountered when interfacing with the Application Supplement module.

5.1 Terminated Purpose/Activity used on an Application Supplement form

Application Supplements created that now have a terminated purpose/activity description will have all Action icons disabled with the message ‘Actions are disabled since the purpose/activity used in this Application Supplement is terminated. A new Application Supplement and LAT report will be required.’ To filter application supplement records that fall within this category, click on the Columns toggle button on the Search page, activate the column name ‘Purpose Terminated’ by checking off the checkbox, then filter the column name ‘Purpose Terminated’ to only return YES values.

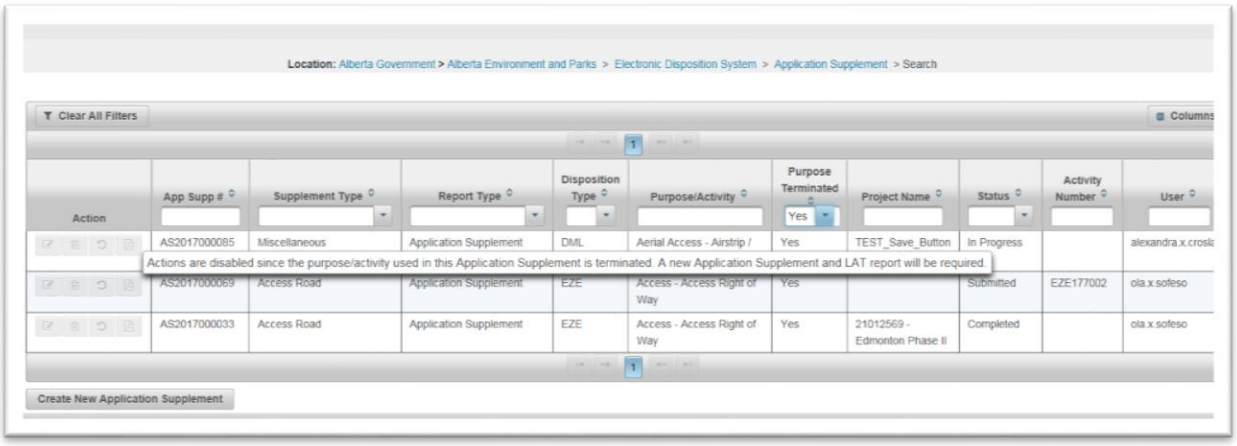
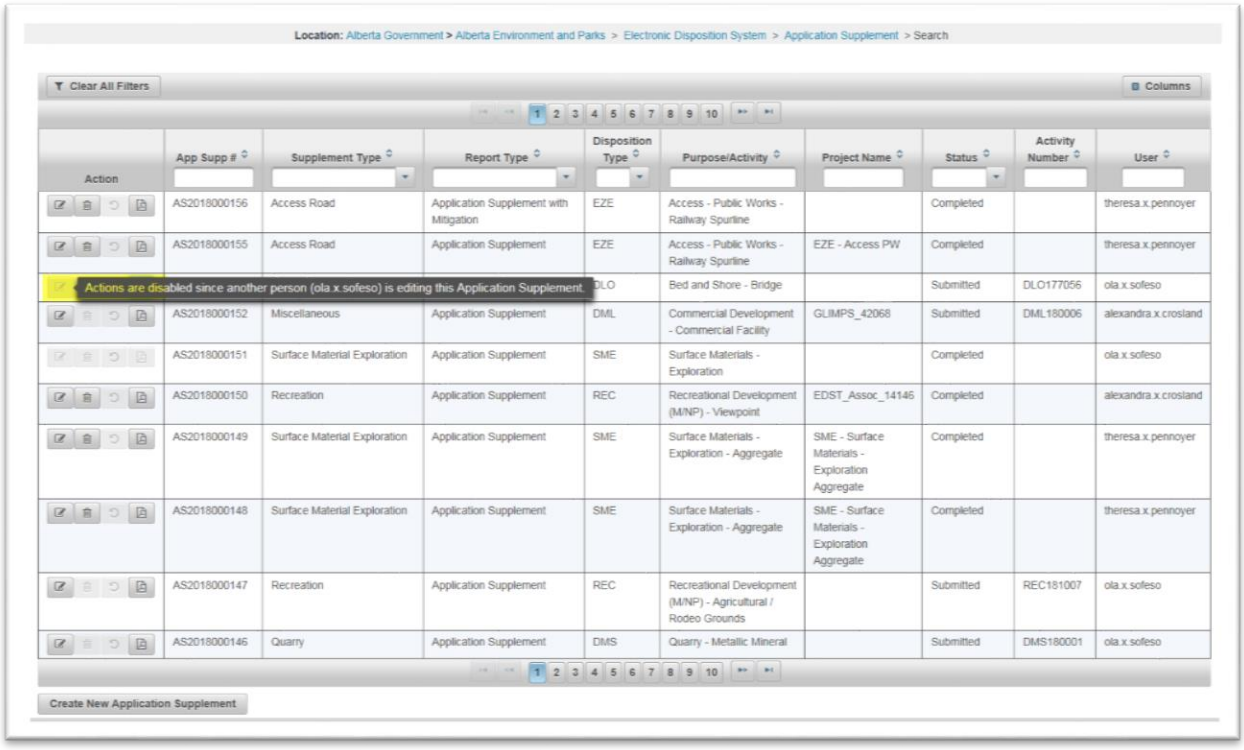


Figure 22 - Application Supplements with terminated purpose/activity descriptions

5.2 Lock function on Application Supplements currently being edited by another user

There can only be one edit session on an Application Supplement form. EDS will not permit the same supplement form to be edited by multiple users. All icons found under the Action column for an Application Supplement record are disabled when the application supplement is currently being edited by another user or if the edit session was closed inadvertently without clicking on the Save or Submit buttons. An error message similar to the one below is displayed when a user tries to access an application supplement that is currently being edited by another user.



Action	App Supp #	Supplement Type	Report Type	Disposition Type	Purpose/Activity	Project Name	Status	Activity Number	User
	AS2018000156	Access Road	Application Supplement with Mitigation	EZE	Access - Public Works - Railway Spurline		Completed		theresa.x.pennoyer
	AS2018000155	Access Road	Application Supplement	EZE	Access - Public Works - Railway Spurline	EZE - Access PW	Completed		theresa.x.pennoyer
				DLO	Bed and Shore - Bridge		Submitted	DLO177056	ola.x.sofeso
	AS2018000152	Miscellaneous	Application Supplement	DML	Commercial Development - Commercial Facility	GLIMPS_42068	Submitted	DML180006	alexandra.x.crosland
	AS2018000151	Surface Material Exploration	Application Supplement	SME	Surface Materials - Exploration		Completed		ola.x.sofeso
	AS2018000150	Recreation	Application Supplement	REC	Recreational Development (M/NP) - Viewpoint	EDST_Assoc_14146	Completed		alexandra.x.crosland
	AS2018000149	Surface Material Exploration	Application Supplement	SME	Surface Materials - Exploration - Aggregate	SME - Surface Materials - Exploration Aggregate	Completed		theresa.x.pennoyer
	AS2018000148	Surface Material Exploration	Application Supplement	SME	Surface Materials - Exploration - Aggregate	SME - Surface Materials - Exploration Aggregate	Completed		theresa.x.pennoyer
	AS2018000147	Recreation	Application Supplement	REC	Recreational Development (M/NP) - Agricultural / Rodeo Grounds		Submitted	REC181007	ola.x.sofeso
	AS2018000146	Quarry	Application Supplement	DMS	Quarry - Metallic Mineral		Submitted	DMS180001	ola.x.sofeso

Figure 23 – Actions are disabled since another person is editing the supplement

A 30-minute lock is set against the edited application supplement before all action tabs are enabled. This lock applies to when the supplement is currently being modified or when the edit window was closed by clicking on the interface close button (x). Therefore, it is imperative to commit all edits by either clicking on the '*Save*' button or by proceeding to submit the edits by clicking on the *Submit* button. In both instances, there would not be a lock hold on the supplement, as it will become available for editing by another user immediately.

To release the lock sooner than the 30-minute interval, you can ask the user who is currently in the supplement's edit session to either save, submit or cancel the edit session by clicking on the *Cancel* button. For locks instigated by the same user wanting to edit the supplement record, simply start an edit session on a different supplement and cancel the session by clicking on the cancel button otherwise you may initiate a new Application Supplement and cancel out of the session. This should immediately release the lock hold on the supplement that was locked inadvertently.