Updating a Flaring/Venting Notification

Intended User: Submitters of flaring/venting notifications

Overview

This quick reference guide (QRG) describes how to update an existing flaring or venting notification. OneStop allows applicants to search and open a previously submitted notification, update the data, and re-submit the notification with updated information.

Log In to OneStop

1. Log in to OneStop (aer.ca > Systems & Tools > OneStop > Access OneStop) using your Digital Data Submission (DDS) system username and password.

2. Click **I Agree** to accept the disclaimer. You *must* accept it to proceed.

## Search an Existing Flaring/Venting Notification

> **Important**
>
> Only notifications submitted within 90 days of the original submission date can be updated. Notifications older than 90 days are not eligible for updates.

Recent Activity – Past 14 Days

Use this option to search for notifications submitted in the past 14 days.

1.   From the OneStop landing page, scroll down to the Recent Activity section. Click the **Notification** tab.
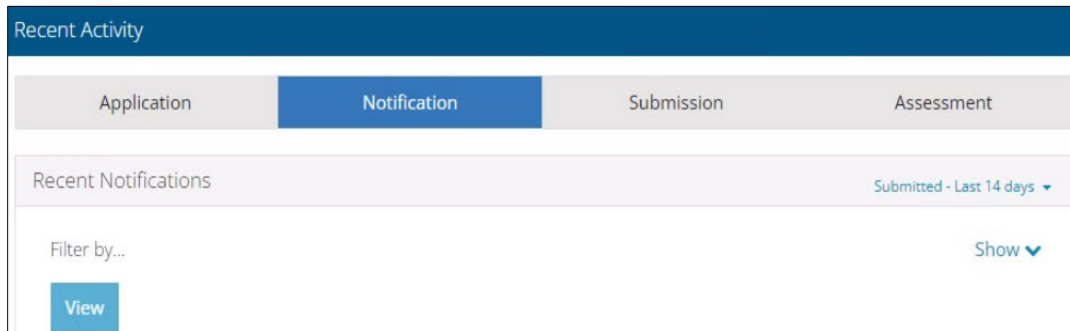
2.   A list of all recently submitted notifications is displayed. Check the box beside the flaring or venting notification you wish to update.

3.   Click **Update.** The notification opens and is ready for editing.

Enterprise Search – Past 90 days

Use this option to search for notifications submitted in the past 90 days.

> **Tip**
>
> You can also use this option to search for notifications submitted in the past 14 days.

1.   From the OneStop landing page, click **Search** on the top right navigation bar.

2.   The enterprise search window opens. Click the **Notification** tab.

3. The Notification Search form appears. Complete as much of the form as possible to narrow the list of results. Click **Search**.

4. A list of notifications is displayed in the Results section. Check the box beside the notification you wish to update.

5. Click **Update**. [Update] The notification opens and is ready for editing.

Update a Previously Submitted Flaring/Venting Notification

1. With the notification record open, click **Update** at the top right of the screen. This enables edit mode.

2.   Update the information in any of the fields.

3.   In the Comments section, enter a reason for updating this notification.

Validate and Submit Notification

1.   Click **Validate** to check for errors.

2.   Errors will be highlighted in red. Fix any errors and click **Validate** again.

3.   Click **Accept Disclaimer**.

4.   Click **I Agree** to accept the declaration and disclaimer. You *must* agree to submit the notification.

5.   Click **Submit** to finalize your updates to the notification.

   a)   Optional: To save your entry and return to it later, click **Save**.

6.   Click **Yes** to accept the declaration and disclaimer.

7.   The Flaring Notification Processing message box appears. *Do not navigate away until processing is complete.*

8.   The Submitted Notification message box appears. Click **OK.** OneStop returns you to the main landing page.