

Completing OneStop Application Overview Screen

» Intended User: Public Land applicants

Overview – Application Overview Screen

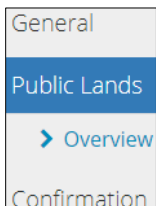
This quick reference guide (QRG) describes how to complete the Overview screen in OneStop for new disposition applications.

By getting here you have already initiated an application with one or more public land dispositions, and now need to complete the Overview screen for all activities.

Getting to the Overview Screen

There are two ways to reach the Overview screen after initiating an application:

Click **Overview** in the left navigation bar.



or

From the **General – Activity Details** screen, click **Next** at the lower left of the screen after adding a public land disposition application.



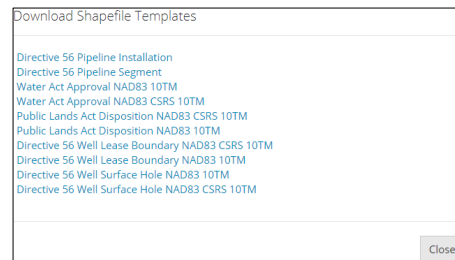
Upload Shapefile

- Optional: Shapefile templates are available in this pane if required. Click **Shapefile Templates**.

A window opens displaying a list of shapefile templates available for download.

- Optional: Select and download the appropriate **Public Lands Act Disposition** template.

- Optional: Click **Close**.



Tip:

Refer to **Importing Spatial Data – Public Lands QRG** on the OneStop Help page for more information. The shapefile templates are also available for download.

- Mandatory:** Click **Attach**. Browse for the file and attach it in ZIP file format.
- Mandatory:** Click **Submit Shapefile**. It may take some time to process the shapefile.

Any error messages will appear in red or as a pop-up message at the lower right corner of the screen.

- If you receive errors, repeat **steps 4 and 5** and re-upload the shapefile.

Tip:

The re-submitted shapefile cannot have the same name as any previously submitted shapefiles in the same draft application.

View on Map

Note: This QRG does not describe the full function of OneStop's map viewer.

- Optional: Return to the Re-Upload Shapefile pane after analyzing your shapefile. Click **View on Map**.

View on Map

The Map It! window opens.

Tip:

Analyze shapefiles before viewing draft dispositions on the map. This ensures all attributes such as purpose and activity are included in the map.

Map It!				
<input type="checkbox"/> Disposition Type	Purpose	Activity	Activity ID	Analysis Status
<input type="checkbox"/> AER Mineral Surface Lease	Wellsite	PNG Production (MW)	30688737	COMPLETED
<input type="checkbox"/> AER License of Occupation	Access	Class II - All Weather or Dry	30688738	COMPLETED
<input type="checkbox"/> AER Temporary Field Authorization	Incidental Activity	Log Deck	30688739	COMPLETED
<input type="checkbox"/> AER Temporary Field Authorization	Incidental Activity	Borrow Pits	30688740	COMPLETED

- Mandatory:** Check the **box** beside the disposition(s) you wish to view on the map.

Map It!	
<input checked="" type="checkbox"/>	Disposition Type
<input checked="" type="checkbox"/>	AER Mineral Surface Lease
<input checked="" type="checkbox"/>	AER License of Occupation
<input checked="" type="checkbox"/>	AER Temporary Field Authorization
<input checked="" type="checkbox"/>	AER Temporary Field Authorization

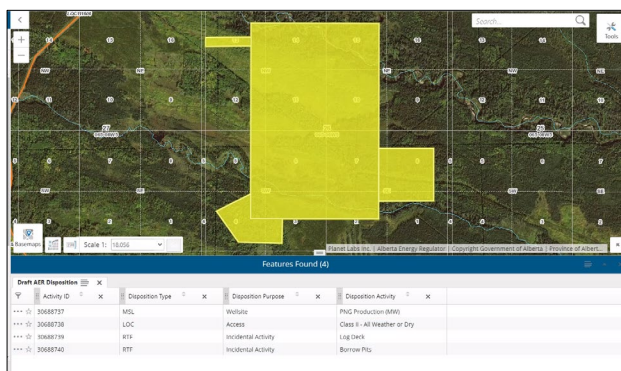
- Optional: Click **Close** to return to the main screen.

Close

- Mandatory:** Click **Map It!**

Map It!

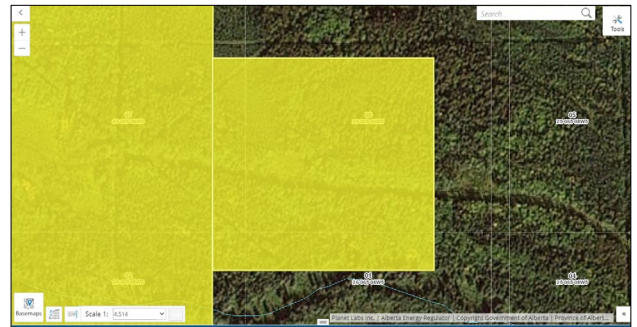
OneStop's map viewer opens displaying your selection of draft dispositions.



Details of the draft dispositions are also listed in the Features Found section at the bottom of the screen.

Features Found (4)			
Activity ID	Disposition Type	Disposition Purpose	Disposition Activity
30688737	MSL	Wellsite	PNG Production (MW)
30688738	LOC	Access	Class II - All Weather or Dry
30688739	RTF	Incidental Activity	Log Deck
30688740	RTF	Incidental Activity	Borrow Pits

- Mandatory:** Click the **row** you wish to view in Features Found. The map will zoom in on the disposition extent.



- Mandatory:** Select the **star** beside the disposition(s) you wish to view on the map. Ensure you are zoomed in to an appropriate extent. The star turns blue when selected.

Draft AER Disposition	
Activity ID	Disposition Type
★ 30688737	MSL
☆ 30688738	LOC
☆ 30688739	RTF

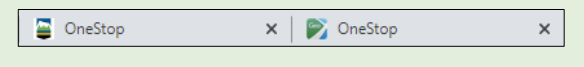
Selections are highlighted in blue on the map.



- Optional: Click the **star** again to turn off the selection.

Tip:

Use the tabs at the top of the screen to move between the OneStop application and the map viewer.



Public Land Dispositions

The Public Land Dispositions table will autocomplete based on available shapefile attributes.

Important:

Information taken from a shapefile and used to automatically fill in the Public Land Dispositions table (including applicable tabs), cannot be modified.

Public Land Dispositions

Filter by...

[View Shapefile Info](#)

<input type="checkbox"/> Shapefile Name	<input type="checkbox"/> Unique ID	<input type="checkbox"/> Disposition Type	<input type="checkbox"/> Purpose	<input type="checkbox"/> Activity	<input type="checkbox"/> Activity ID
<input type="checkbox"/> Disposition	1	AER Mineral Surface Lease			30662687
<input type="checkbox"/> Disposition	2	AER License of Occupation			30662688
<input type="checkbox"/> Disposition	3	AER Temporary Field Authorization			30662689
<input type="checkbox"/> Disposition	4	AER Temporary Field Authorization			30662690

- Optional: Check the **box** beside the appropriate disposition and click **View Shapefile Info**.

<input checked="" type="checkbox"/> Shapefile Name	<input type="checkbox"/> Unique ID	<input type="checkbox"/> Disposition Type	<input type="checkbox"/> Purpose
<input checked="" type="checkbox"/> Disposition	1	AER Mineral Surface Lease	Wellsite

[View Shapefile Info](#)

The Shapefile Information window opens displaying shapefile details. Click **Close** when you've completed your review.

Shapefile Information

Shapefile Name: Disposition

Disposition Type: AER Mineral Surface Lease

Unique ID: 1

Related Unique ID: 0

[Close](#)

- Mandatory:** For each disposition, select the **Purpose** from the drop-down menu, if not already autocompleted from the shapefile.

<input type="checkbox"/> Shapefile Name	<input type="checkbox"/> Unique ID	<input type="checkbox"/> Disposition Type	<input type="checkbox"/> Purpose
<input type="checkbox"/> Disposition	1	AER Mineral Surface Lease	Filter...
<input type="checkbox"/> Disposition	2	AER License of Occupation	
<input type="checkbox"/> Disposition	3	AER Temporary Field Authorization	
<input type="checkbox"/> Disposition	4	AER Temporary Field Authorization	

- Mandatory:** For each disposition, select the **Activity** from the drop-down menu, if not already autocompleted from the shapefile.

<input type="checkbox"/> Shapefile Name	<input type="checkbox"/> Unique ID	<input type="checkbox"/> Disposition Type	<input type="checkbox"/> Purpose	<input type="checkbox"/> Activity
<input type="checkbox"/> Disposition	1	AER Mineral Surface Lease	Wellsite	Filter...
<input type="checkbox"/> Disposition	2	AER License of Occupation		
<input type="checkbox"/> Disposition	3	AER Temporary Field Authorization		
<input type="checkbox"/> Disposition	4	AER Temporary Field Authorization		

- Mandatory:** Click **Analyze** to begin shapefile analysis. You cannot proceed without first completing this step.

Begin Shapefile Analysis * [Analyze](#)

Begin Shapefile Analysis * [Analyze](#)

You must begin the shapefile analysis before you continue with your application

Shapefile analysis may take a few minutes to process.

Public Land Dispositions

The shapefile was processed and system has started the analysis of the data, please wait or fill out another section

Once complete, new tabs will appear: Relate Activity or Disposition, Associate Plan, and Applicable Incidental Activity Information.

Filter by...

[View Shapefile Info](#) [Relate Activity or Disposition](#) [Associate Plan](#) [Applicable Incidental Activity Information](#)

Filtering Results

- Filter results by any column field. Click **Show** on the right side of the pane.

Filter by...

[View Shapefile Info](#) [Relate Activity or Disposition](#) [Associate Plan](#) [Applicable Incidental Activity Information](#)

☐ Shapefile Name ☐ Unique ID ☐ Disposition Type ☐ Purpose ☐ Activity ☐ Activity ID ☐ Related

☐ Disposition 1 AER Mineral Surface Lease Wellsite OS - Enhanced Recovery 30674472

- Enter the value in any column to filter or select the appropriate options from the drop-down menus. Click **Apply Filters**.

Shapefile Name ☒ Search values like... Unique ID ☒ Search values like... Disposition Type ☒ Purpose ☒

Activity ☒ Activity ID ☒ Search values exact... Related Activity ☒ Plan Name ☒ Search values like...

Survey Plan ID ☒ Search values like... Area ☒ Search values like... Applicable Incidental ☒ Analysis Status ☒

[Apply Filters](#) [Clear Filters](#)

Filtered results are displayed.

1 item Per page 10

[View Shapefile Info](#) [Relate Activity or Disposition](#) [Associate Plan](#) [Applicable Incidental Activity Information](#)

☐ Shapefile Name ☐ Unique ID ☐ Disposition Type ☐ Purpose ☐ Activity ☐ Activity ID ☐ Related

☐ Disposition 1 AER Mineral Surface Lease Wellsite OS - Enhanced Recovery 30674472

3. Click **Clear Filters** on the right side of the pane to remove your selection.

4. Optional: Click **Hide** on the right side of the pane to hide the filters.

Tip:

Repeat the steps above to filter information in any pane.

Relate Activity or Disposition

This feature only applies to regulator temporary field authorizations or RTFs (incidental activities) related to a formal parent disposition. The relationship may already be established and autocompleted by the shapefile.

- a) **Mandatory:** Check the **box** beside the RTF that relates to a parent disposition.

More than one RTF can be selected as long as they are related to the same parent disposition.

View Shapefile Info

Relate Activity or Disposition

Associate Plan

<input type="checkbox"/> Shapefile Name	Unique ID	Disposition Type	Purpose
<input type="checkbox"/> Disposition	1	AER Mineral Surface Lease	Wellsite
<input type="checkbox"/> Disposition	2	AER License of Occupation	Access
<input checked="" type="checkbox"/> Disposition	3	AER Temporary Field Authorization	Incidental
<input checked="" type="checkbox"/> Disposition	4	AER Temporary Field Authorization	Incidental

- b) **Mandatory:** Click **Relate Activity or Disposition**.

Relate Activity or Disposition

The Relate Disposition window opens.

- c) **Mandatory:** Select **Already Approved** or **Within the Application**.

Already Approved

- i) Perform a search. Enter the disposition number in the **Authorization ID** field or enter a legal land location in the **Location** field. Click **Search**.

- ii) Results are displayed. Check the **box** beside the appropriate disposition. Click **Select**.

	Authorization ID	Disposition Type
<input checked="" type="checkbox"/>	MSL140557	AER Mineral Surface Lease

The window closes. The incidental RTF appears below its related parent disposition in the main table. The Related Activity column also displays the related parent's disposition number.

<input type="checkbox"/> Shapefile Name	Unique ID	Disposition Type	Related Activity
<input type="checkbox"/> Disposition	1	AER Mineral Surface Lease	
<input checked="" type="checkbox"/> Disposition	4	AER Temporary Field Authorization	MSL140557
<input checked="" type="checkbox"/> Disposition	3	AER Temporary Field Authorization	MSL140557

Within Application

- iii) Available dispositions within the application are listed in a table.

Check the **box** beside the related parent disposition that links to the incidental RTF(s). There can only be one parent. Click **Select**.

	Disposition Type	Purpose
<input checked="" type="checkbox"/>	AER Mineral Surface Lease	Wellsite
<input type="checkbox"/>	AER License of Occupation	Access

The window closes. The related parent disposition appears above its incidental RTF(s) in the main table. The Activity ID column also displays the associated activity identification number and indicates its related to a formal disposition.

Purpose	Activity	Activity ID	Related Activity
Access	Class III - All Weather or Dry	31314078	
Wellsite	PhUG Production (M/W)	31314079	
Incidental Activity	Log Deck	31314080	31314079 (Formal Related)

- iv) Repeat **Step (iii)** until all RTF incidental activities are linked to a parent disposition.
- d) Optional: To revise your entry, select the incidental RTFs you wish to change.

<input type="checkbox"/> Shapefile Name	Unique ID	Disposition Type
<input type="checkbox"/> Disposition	1	AER Mineral Surface Lease
<input checked="" type="checkbox"/> Disposition	4	AER Temporary Field Authorization
<input checked="" type="checkbox"/> Disposition	3	AER Temporary Field Authorization
<input type="checkbox"/> Disposition	2	AER License of Occupation

- i) Click **Relate Activity or Disposition**.

Relate Activity or Disposition

- ii) The Relate Disposition window opens. Select **Change Relationship** or **Remove Relationship**.

Change Relationship

Remove Relationship

- **Change Relationship:** Repeat **Step c)**. Click **Save**. Your selection is updated on the Public Land Dispositions table.
- **Remove Relationship:** Click **Save**. Your selection is removed from the Public Land Dispositions table.
- Optional: Click **Close** to cancel your changes and return to the Public Land Dispositions table.

Close

- e) Optional: Relate point of use for surface material lease (RML) and surface material licence (RSC) to indicate where the surface material will be used.

- i) Check the **box** beside the surface material activity that relates to a parent disposition.

<input checked="" type="checkbox"/>	Disposition	6	Surface Material License
-------------------------------------	-------------	---	--------------------------

- ii) Click **Relate Activity or Disposition**.

Relate Activity or Disposition

- iii) Select **Already Approved** or **Within the Application**.

Relate Disposition

Would you like to relate this activity to an already approved formal disposition or an activity within this application?

Already Approved Within Application

- iv) Check the **box** beside the related formal disposition within the application or search for an already approved formal disposition.

<input checked="" type="checkbox"/>	Disposition	1	AER Mineral Surface Lease
-------------------------------------	-------------	---	---------------------------

- v) Click **Select**. **Select**

The related formal disposition will be displayed in the Related Activity column and will indicate a point of use relationship.

Purpose	Activity	Activity ID	Related Activity
Access	Class III - All Weather or Dry	31315189	
Surface Materials	Non Manufacturing Clay	31315190	31315189 (Point of Use)

Tip:

Only one point of use relationship can be identified. Choose the most representative point-of-use formal disposition.

Plan Upload

Important:

Complete the Plan Upload pane before using the Associate Plan option in the Public Land Dispositions table.

Public Land Dispositions

Plan Upload

For standalone RTF or RTF with approved parent disposition, CAD attachments are not required.

Filter by...

Add Remove

1. **Mandatory:** Click **Add**. A row is added to the table. Add rows as needed.

<input checked="" type="checkbox"/>	Attachment	Plan Type	LTO Number	Geo Reference Type
<input type="checkbox"/>	Attach File...			

2. **Mandatory:** Click **Attach File** in a row. Browse for your plan and attach it in PDF format.

Attachment

Plan1.pdf (2.16 MB)

3. **Mandatory:** Select the **Plan Type** from the drop-down menu.

Plan Type

Filter...

Conventional Survey

Hybrid Cadastre

LiDAR

Sketch

4. Optional: Enter the **LTO number** if applicable. If not applicable, leave it blank.

LTO Number ▾

1234567

5. **Mandatory** (other than RTF): Select the **Geo Reference Type** from the drop-down menu.

Geo Reference Type ▾

Filter...

- ASCM Based on NAD83 (CSRS)
- ASCM Based on NAD83 (original)
- NAD83 (CSRS) using GPS
- NAD83 (original) using GPS
- V4.1 March 2005, ATS coordinate file

6. **Mandatory** (other than RTF): Enter the **Combined Scale Factor**.

Combined Scale Factor ▾

0.900000

7. **Mandatory** (other than RTF): Click **Attach File** to include a **CAD File**.

Attach File...

CAD File ▾

CAD.DGN (20 KB) ✕

8. **Mandatory** (other than RTF): Select the **CAD Projection** from the drop-down menu.

CAD Projection ▾

Filter...

- 10TM AEP Forest - NAD83(CSRS)
- 10TM AEP Forest - NAD83(original)
- 10TM AEP Resource - NAD83(CSRS)
- 10TM AEP Resource - NAD83(original)
- Geographic
- UTM Zone 11 - NAD83(CSRS)
- UTM Zone 11 - NAD83(original)
- UTM Zone 12 - NAD83(CSRS)
- UTM Zone 12 - NAD83(original)

9. **Mandatory**: Repeat **steps 1 to 8** until all plans have been added.

10. Optional: To remove plans, check the **box** beside the plan you wish to remove. Click **Remove**.

Add **Remove**

<input checked="" type="checkbox"/>	Attachment ▾	Plan Type ▾	LTO Number ▾	Geo Reference Type ▾
<input checked="" type="checkbox"/>	Plan1.pdf (2.16 MB) ✕	Conventional Survey ▾		ASCM Based on NAD83 (CSRS) ▾

Associate Plan

Upload plans to OneStop *before* using this option. See **Plan Upload** in this QRG.

- a) **Mandatory**: Check the **box** beside the disposition(s) you want to associate with the uploaded plans.
- b) **Mandatory**: Click **Associate Plan**.

View Shapefile Info		Relate Activity or Disposition		Associate Plan
<input checked="" type="checkbox"/>	Shapefile Name ▾	Unique ID ▾	Disposition Type ▾	Purpose ▾
<input checked="" type="checkbox"/>	Disposition	1	AER Mineral Surface Lease	Wells
<input checked="" type="checkbox"/>	Disposition	2	AER License of Occupation	Access
<input checked="" type="checkbox"/>	Disposition	3	AER Temporary Field Authorization	Incidents

- c) The Associate Plan window opens. In the **Plan Name** column, select the plan for each disposition from the drop-down menu.

Associate Plan

Filter by... Show ▾

Disposition Type ▾	Purpose ▾	Activity ▾	Activity ID ▾	Plan Name ▾
AER Pipeline Agreement	Pipeline	PNG / OS Pipeline	30673360	

Plan Name ▾

Filter...

Plan1.pdf

- d) Optional: Enter a **Survey Plan ID** for the activities, as needed if not already autocompleted. This is for your reference.

Activity ID ▾	Plan Name ▾	Survey Plan ID ▾
30662687	Plan1.pdf ▾	
30662688	Plan1.pdf ▾	
30662689	Plan1.pdf ▾	LD1
30662690	Plan1.pdf ▾	TWS1

- e) **Mandatory**: Click **Save** to save your entry, or **Close** to close the Associate Plan window without saving your entry.

Close **Save**

The window closes and returns to the main table.

Applicable Incidental Activity Information

This feature applies to the following eligible incidental activities within this application and associated to the same plan as their parent disposition:

- Log deck
- Temporary workspace
- Borrow pit
- Push out
- Bank stabilization

Tip:

This section can be completed in three ways:

- Completely or partially autocompleted from shapefile attributes.
- Autocompleted table from an uploaded spreadsheet (.csv).
- Manual entry in the online table.

- a) **Mandatory:** Check the **box** beside the parent disposition with related eligible applicable RTF incidental activities.

View Shapefile Info Relate Activity or Disposition Associate Plan			
<input type="checkbox"/> Shapefile Name	Unique ID	Disposition Type	Purpose
<input checked="" type="checkbox"/> Disposition	1	AER Mineral Surface Lease	Wellsite
<input type="checkbox"/> Disposition	2	AER License of Occupation	Access

- b) Click **Applicable Incidental Activity Information**.

Applicable Incidental Activity Information

- c) The Related Disposition window opens. **Mandatory:** Complete the table if not already autocompleted.

Tip:

The information icon in each column header provides more detail about each field.



Option 1: Manually enter information for the following:

- i) **Area (ha):**

- If the area exceeds size parameters for an applicable incidental activity, no further entry is required. Proceed to **Validate Entry**.
- If the area meets size parameters for an applicable incidental activity, proceed to the next step.

Area (ha)

0.040

0.600

- ii) **Free of Conflict:** Select **Yes** or **No** from the drop-down menu.

Free of Conflict

Filter...

Yes

No

- iii) **Adjoins Disposition:** Select **Yes** or **No** from the drop-down menu.

Adjoins Disposition

Filter...

Yes

No

- iv) **Meets Spacing:** Select **Yes** or **No** from the drop-down menu if the area meets size requirements for these activity types: log deck, borrow pit, and push out.

Meets Spacing

Filter...

Yes

No

Option 2: Upload a spreadsheet (.csv).

- i) Click **Download Template** in the upper left corner of the pane.
- Download Template
- ii) The template will download. **Open** and **save** the file.
- iii) Repeat **steps (i) to (iv)** in **Option 1** to complete the spreadsheet.

applicationAssignment	area	freeOfConflict	adjoinsDisposition	meetsSpacing
1	30962689			
2	30962690			

- iv) Click **Import Data from a .csv** in the upper left corner of the pane.

Import Data from a .csv

- v) Browse for the file and upload it to OneStop. OneStop will transfer the imported data to the online Related Dispositions table.

Area (ha)	Free of Conflict	Adjoins Disposition	Meets Spacing
0.050	Yes	Yes	Yes
0.850	Yes		

- d) **Mandatory:** Select **Save** to save entries from Step b) or **Close** to close the Related Dispositions window without saving entries from Step b).

Close Save

The window closes and OneStop returns to the Public Lands – Overview screen.

- e) Optional: Click **Validate** or **Save** on the Public Lands – Overview screen to run the analysis.



- f) View the results in the **Applicable Incidental** column in the **Public Land Dispositions** table.

Activity ID	Related Activity	Plan Name	Survey Plan ID	Area	Applicable Incidental
30674732		Plan1.pdf			No
30674733		Plan1.pdf			No
30674734	30674732	Plan1.pdf		0.06	Yes

You may also view it in the **Applicable Incidental Activity Information** tab in the **Related Dispositions** table.

Import Data from a .csvDownload Template

Filter by...Show

	Area (ha)	Free of Conflict	Adjoins Disposition	Meets Spacing	Applicable Incidental
	0.090	Yes	Yes	Yes	Yes
ice	0.090				No

Public Lands - Overview

Validate

Re-Upload Shapefile

Public Land Dispositions

Plan Upload

Validate

PreviousNextSave

Validate Entry

1. Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors.

Plan Upload

For standalone RTF or RTF with approved parent disposition, CAD attachments are not required.

Filter by...AddRemove

Attachment	Plan Type	LTO Number	Geo Reference Type	Combined Scale Factor
<input type="checkbox"/> Plan1.pdf	Conventional Survey		ASCM Based on NAD83 (CSRS)	1,000000
<input type="checkbox"/> Attach File...				

You must fill out a value for column Plan Type.

You must fill out a value for column Attachment.

You cannot submit a blank row.



Tip:
Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

Save Entry

2. **Mandatory:** Click **Save** at the bottom right of the screen to save your entry.

