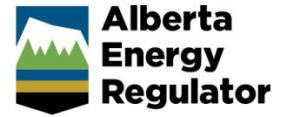# Completing OneStop Renewal Overview Screen

**Intended User: Public Land applicants**

## Overview – Renewal Overview Screen

This quick reference guide (QRG) describes how to complete the Renewal Overview screen. The Renewal Overview screen applies to renewal applications for all formal disposition types.

By getting here you have already selected an authorization to renew on the Authorization Information screen.

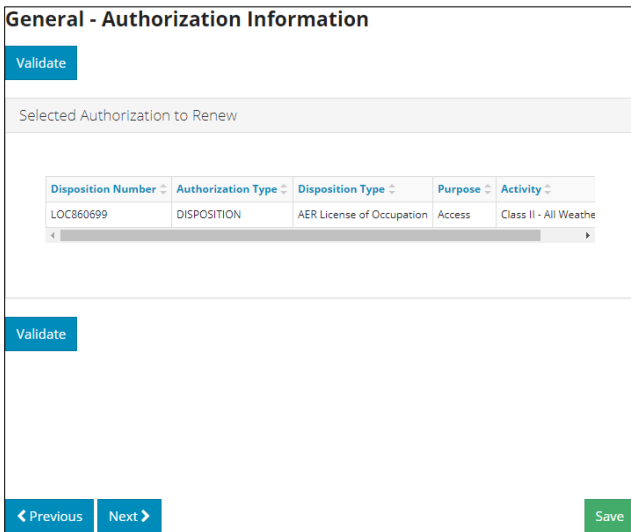## Getting to the Renewal Overview Screen

There are two ways to reach to the Renewal Overview screen after initiating a renewal:

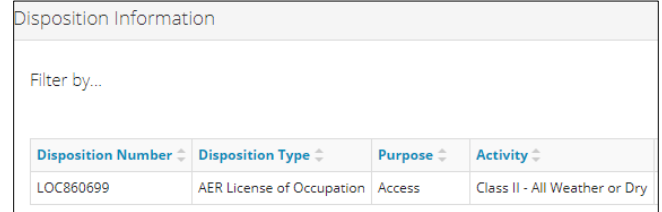Click **Renewal** in the left navigation bar.



or

From the **General – Authorization Information Details** screen, click **Next** at the lower left corner of the screen after selecting an authorization to renew.
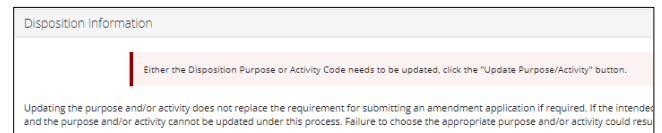


## Disposition Information

Disposition information displays for the disposition selected for renewal.



If the disposition's purpose and activity is outdated, a message banner will appear prompting you to update it.



> **Important:**
>
> You cannot proceed with the renewal without first updating your disposition's purpose and activity.
>
> For a list of acceptable purposes and activities, refer to *Public Lands Administration and Regulation (PLAR)* Table 2A on the Government of Alberta website.
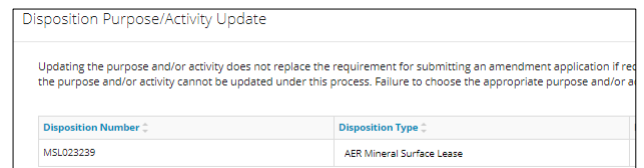
1. **Mandatory:** Check the **box** beside the dispostion you wish to update.
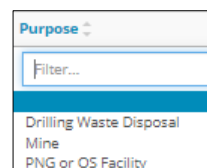


2. **Mandatory**: Click **Update Purpose/Activity**.
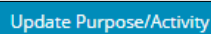


The Disposition Purpose/Activity Update window opens.



3. Select the **Purpose** from the drop-down menu.



4. Select the **Activity** from the drop-down menu.

5. Select **Close** to close the window without saving your update or click **Save** to update your disposition's purpose and activity.



> **Important:**
>
> Once the purpose and activity have been saved, only the activity can be modified, not the purpose. Ensure your purpose selection is accurate before saving.

## Plan Information

If the Update Plan Type button appears in the Plan Information pane, update your plan first before continuing on.



1. **Mandatory**: Check the **box** beside the plan you wish to update.

2. **Mandatory**: Click **Update Plan Type**.



The Plan Type Update window opens.



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



4. Select **Close** to close the window without saving your update or **Save** to update your plan type in the Plan Information table.



> **Important:**
>
> IHS plan types need to be updated in OneStop to reflect whether they are a sketch or survey.
>
> Once the plan type has been updated and saved, it cannot be changed. Ensure your plan type selection is accurate before saving.

## Filtering Results

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



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



Filtered results are displayed.



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.

## Renewal Information

1. **Mandatory:** Select whether the disposition is **active** or **inactive**.



2. **Mandatory:** Check the box if the site has been entered and development contemplated in or required by the formal disposition has occurred.



a) **Important**: If answer is "no", and the box is left unchecked, you cannot proceed with the renewal application.



## Validate Entry

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





**Tip:**

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

## Save Entry

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



2. **Mandatory**: Click **Next** at the bottom left of the screen to move to the next screen.