

# Submitting Record of Site Condition (RoSC): Create

Intended User: Authorized representatives of AER regulated licensees and assigned delegates

## Overview

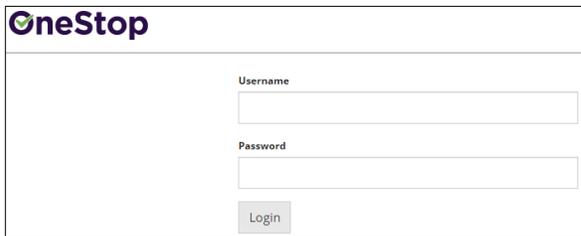
This quick reference guide (QRG) describes how to create a Record of Site Condition (RoSC) in OneStop.

## Access OneStop

1. Access the OneStop tool from the AER website, [www.aer.ca](http://www.aer.ca) – **Systems and Tools > OneStop > Access OneStop > OneStop Login.**

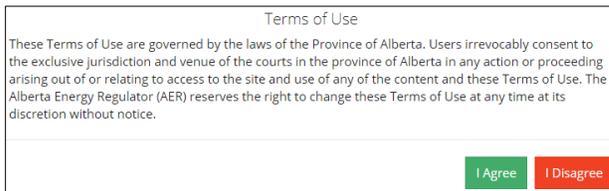


2. Enter your username and password. Click **Login**.



The image shows the OneStop login form with fields for 'Username' and 'Password', and a 'Login' button.

3. The Disclaimer window opens. Click **I Agree**.



The image shows a 'Terms of Use' disclaimer window with a green 'I Agree' button and a red 'I Disagree' button.

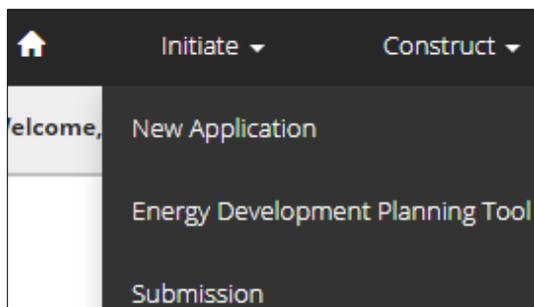
The OneStop tool opens on the dashboard landing page.

## Create Submission

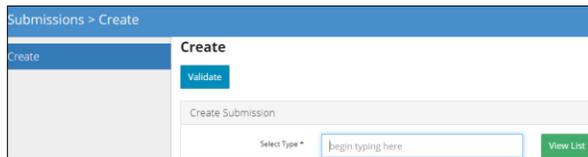
1. Click either **Initiate, Construct, Operate, or Close** on the top left navigation bar.



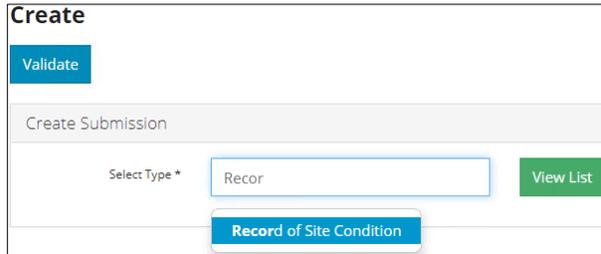
2. Select **Submission**.



The Create window opens.



3. Enter **Record of Site Condition** in the Select Type field. OneStop will return selections.



- a) Select **Record of Site Condition**.



- b) Click **Validate** on the top left of the screen.



**Tip**

You can also search for Record of Site Condition by clicking **View List**.

Select the **Record of Site Condition**. Click **Validate**.

Submission Types

- Enterprise Submission • Record of Site Condition • Well Log

4. Click **Next** on the lower left of the screen or click **General** on the left navigation bar to move to the next screen.



**Tip – Copy to Draft**

A new RoSC can also be created by copying an existing submission of any status. The copy function copies existing fields into a new draft. However, free-form text and attachments will not be copied.

See *Submitting Record of Site Condition (RoSC): Confirmation QRG* for more information.

5. See *Submitting Record of Site Condition (RoSC): General QRG*.