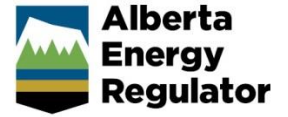


OneStop Industry Dashboard

» Intended User: Pipeline Applicants



Overview

In OneStop, the Dashboard is the industry **home page**.

This guide assumes the following:

1. You have a valid account in OneStop.
2. Your account permissions allow complete view access.
3. You have logged in.

Dashboard

The industry dashboard is divided into four areas:

1. Menu
2. Login information
3. My Applications
4. Search By Applications

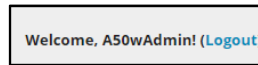
Menu

	Returns you to the home page from any page in OneStop
	Launches the GIS map
	Launches industry-created reports
	Launches the new application workspace
	Displays the available actions at the end of the energy life cycle

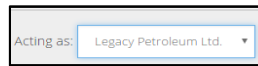
Login Information

Your login account information is displayed in the upper right corner of the dashboard header.

Next to your information is also displayed the **Logout** link.



When you are submitting an application on behalf of another company, that company's name is displayed as well.

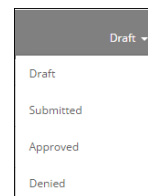


My Applications

Applications drafted or submitted by you are displayed in the **My Applications** table.

You may select either **Draft** or **Submitted** applications here.

1. Click on the My Applications header to select the applications you wish to view.



Application ID	Project Name	Status	Open
124537	test	Draft	
124523	test	Draft	

2. Click to view or complete the submission.

Search by Applications

Industry can search for applications using many criteria:

- Status:** select an application status from the drop down list.
- Decision:** select an application decision status from the drop down list.
- Application #:** enter the OneStop assigned application number.
- Project Name:** enter your project name.
- Activity ID:** enter the draft submissions activity ID # assigned by OneStop.
- Received Date:** select the date range of when the application was submitted to the Alberta Energy Regulator.
- Location:** search by legal land description.

Search executes the search based on criteria entered.

Reset clears the search criteria.

Search results are displayed below the criteria form.

Application ID	Project Name	Status	Open
121218	edew	Approved	Open
122444		Approved	Open
122446		Approved	Open
122471	RR18	Approved	Open
122572		Approved	Open

Click **Open** to view the application.

Log out of OneStop

1. Ensure you have completed and saved the data required.
2. In the top right-hand corner of the dashboard, click **(Logout)**.
3. The login window displays.

