Electronic Disposition System
No Entry
User Guide
Disclaimer

In this disclaimer provision:

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“Minister” means the Minister responsible for the department of Alberta Environment and Parks;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Environment and Parks.

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

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The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.
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No Entry Overview

A proof of non-entry must be submitted if the disposition site has not been entered and the disposition holder wishes to cancel the disposition prior to expiration.

Please Note:
Once you submit a no entry it cannot be reversed.

Upload Documents Requirements

All documents submitted to the department other than the plan submission package must be in a portable document format (.PDF). Documents that require imaging must be scanned to the following standard and converted into a .PDF format for submission.

- Black & white 300 dpi
- Colour 150 dpi

File names must not contain spaces. Use of special characters such as *, -, (, ), @, % or $ are not allowed.

Pre-Requisites

- Valid Client Id must match Client ID for the Activity.
- Disposition must not be in application status, and cannot be cancelled.
- Disposition must not have a Reclamation Certificate.
- Cannot submit a no entry if disposition has a Site entry or a Long Term Document.
- You cannot submit more than 7 dispositions per No Entry transaction.
- The No Entry application date must be within 6 months of the site entry deadline.
- You cannot submit a partial no-entry, only full no-entries are accepted.
- You must have one key land ATS, or PBL to verify the Activity Number.
Use Restrictions

- Allowable disposition types for No Entry submissions are DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, LOC, PIL, PLA, REA, REC, RVC, SME, SML and VCE purposes.

- One No Entry for each disposition only.

- Clients and stakeholders involved must be active and registered in LSAS.
How to Submit a No Entry

This section illustrates the basic steps involved in submitting a No Entry using the Electronic Disposition System (EDS).

Logging into EDS

You can access the No Entry Module through the Electronic Disposition System

- **Electronic Disposition System**

Login to EDS by clicking the "Login to EDS" icon as shown below:

![Electronic Disposition System Link](image)

**Figure 1 - Electronic Disposition System Link**

After clicking the "Login to EDS" icon (1) you will be directed to the SecureXNET landing page as shown in Figure 2.
To log into SecureXNET click on the Electronic Disposition System link. You will be directed to another window where you will enter your secureXNET username and password.

Select GoA Client as Account Type. Click on the Login button to proceed to the EDS homepage. Once you log into EDS you will see the main EDS screen.
Accessing the Disposition Maintenance Module

The No Entry Submissions Module (2) is located within the Disposition Maintenance Module (1) as shown in Figure 3.

Figure 4 - EDS Main Menu

1. Click Disposition Maintenance (1) to open Disposition Maintenance modules menu
2. Select No Entry Submissions (2) module
Client and Disposition Information

Once you are into the **No Entry Submissions Module** you can begin entering in your no entry information.

![Image of No Entry Submissions Module](image)

**Figure 5 - Enter Client ID and Disposition Number(s)**

1. Enter the Client ID that is associated with the dispositions for which you are completing a No Entry.

2. Enter your disposition number(s). You can submit up to a maximum of 7 dispositions numbers.

3. Click "**Next**" to continue.
Disposition Verification Land Key Entry Page

After you click “Next” you will need to enter in more information to verify your disposition number.

1. You must enter in one key land location either an **ATS** OR a **PBL**

2. Enter the **Date of Site Visit** for each activity number you entered.

3. Once you have finished keying in the information click “Next” to continue.

**Note:** That the other editable fields in this form are optional. However, be sure that you verify that the email address and phone number are up to date, as the e-mail address in this Email Address field will be where your copy of the No Entry form is sent.
Uploading Supporting Documents

The next page allows you to select your files for upload in support of your No Entry Submission. Your Document Type must be either a PDF or a TIFF file. Refer to Section 2.1 for document specifications.

1. Select the files you would like to upload by clicking “Browse”
2. Once you have selected your files click “Next” to proceed.
3. No Entry Confirmation Page
4. Once you click “Next” you will be brought to a summary page (Figure 8). Verify the information you entered is correct and click “Next”.

Figure 7 - Upload Supporting Documents

Figure 8 - Summary Page
Agreeing with the "Terms of Use and Disclaimer".

You will then see the Terms of Use page. Read the terms of use and disclaimer and if you agree click "I Agree" to submit your No Entry.

Once your Site No Entry has been submitted you will see a summary page with blue text at the bottom that reads "No Entry submission was successfully submitted"
You will also receive an e-mail that has attached a form for each disposition for which you supplied a no entry. (Figure 10)

Figure 11 - Sample E-mail for No Entry with 1 Disposition

Figure 12 - Sample No Entry PDF Form
Troubleshooting

Errors in this module display at the bottom of the page above the button bar as shown below.

Figure 13 - Error Messages

Common Errors and Messages

“The Client ID 8012211001 does not match the client id for DLO160207”

- This error indicates that the client ID entered and the Client ID used to create DLO160207 is not the same. The client ID you enter on this screen must correspond do the client ID on the disposition.

“Error found at Application on row 1: Disposition DLO0990063 has a status of the “In Use” under the Industrial Inspections tab”

- This error indicates that the disposition has been entered upon.
“Error found at Disposition DLO0160207: At least one of each document type (Photos, TWP Plat) must be uploaded.”

- This error is a result of attempting to submit only one of the two required files to support your No Entry submission.
- This error could also be a result of trying to upload the wrong type of file. The file must be either a .tiff file or a .pdf file. See Section 2.1 for more information concerning file specifications.

“Found Error: on Row EZE120014 Date of Site Visit: Validation Error: Value is required”

- Indicates that the site visit date is blank. You must enter the date of site visit.

“Error found at ATS on Row EZE120014: Please verify and re-enter.”

- This indicates that there is something missing or incorrect with the land location you entered that corresponds with your disposition.