Environmental Data Management System (EDMS) User Manual

July 2017

Newfoundland Labrador

Contents

EDMS Web Portal

Pre-requisites

Prior to using the Environmental Data Management System web portal you will be required to contact the Department of Municipal Affairs and Environment at statenv@gov.nl.ca to obtain a unique submission code for uploading files. At this point you should have also reviewed your Certificate of Approval to clearly understand and follow the requirements for file submission. For example:

- Acceptable document formats;
- XML data format as per EDMS specification;
- File submission intervals

Note: If you will be uploading files for more than one industry site, then you will be provided a submission code for each corresponding site.

Navigating to web portal

You can access the Environmental Data Management System web portal by entering the URL listed below into any modern web browser such as Microsoft Internet Explorer, Google Chrome and/or Mozilla FireFox.

https://apps.gov.nl.ca/env-edms/

After entering the URL above you will be redirected to the Environmental Data Submission screen. This screen represents the starting point for submission of your files. Review the conditions outlined in the box below and click the Agree and Proceed button.

Verifying web portal access

Next, you will be forwarded to step 2 of 4 in the file submission process. Here you will select your site location and the corresponding submission code that was provided to you by the Department of Municipal Affairs and Environment. Once both fields have been entered, click the **Verify Access Code** to be granted permission to upload your files.

If you happen to enter an invalid submission code or forget to enter a site and/or submission code, the system will return one or more of error(s) listed below. In either case, ensure all fields are filled in correctly and re-click the **Verify Access Code** button to proceed to the next step.

- A value is required for "Site"
- A value is required for "Submission Code"
- You have entered an invalid submission code for the selected site.

Note: At any point in the submission process you want to return to the previous screen to make changes, you can click the **Previous** button to do so.

Data Submission

Next, you will be forwarded to step 3 of 4 in the file submission process. Here you will fill out the required file details and attach a local file from your computer. The file upload process has the capability of uploading up to 10 files in a single submission. If you require uploading more than 10 files, you will need to submit the remaining files through a subsequent submission.

Screen Fields

The file upload screen consists of the following fields. All fields are required to be completed for each individual file upload.

- Document Category – A list of the associated file categories

- Year – The year for which the file is being submitted
- Month – The month for which the file is being submitted
- Description – A short description of the file being uploaded
- Attach File – Browse button allowing you to upload a file from your computer

If you happen to forget to fill out one or more of the required fields, one of the following errors will be returned.

- A value is required for "Document Category"
- A value is required for "Year"
- A value is required for "Month"
- A value is required for "Description"
- Year must be between 1900 and 2017

Screen Navigation
The file upload screen allows you to upload a minimum of one file per submission to a maximum of 10 files.

Single File Upload
If uploading a single file in a submission you can immediately, click the submit button to complete the submission.

Multi-File Upload

If uploading more than one file in a submission you will need to use the file menu drop down to repetitively add files. A step by step process is outlined below:

First, add your first file by filling out the required information and click the **Save** button as illustrated below:

Second, click the down arrow on the file drop-down menu and click **Add File**.

After clicking **Add File**, the screen fields will be cleared allowing you to fill out the new information for your next file. You will also notice that the file counter will display the total file count for your current submission.

Repeat the process above for each additional file that you want to add to your submission.

Finally, on your last file to be uploaded, click the **Submit** button to complete the submission.

Submission Confirmation

Upon final submission, you will be redirected to a confirmation screen identifying that your submission has been received successfully. You will also be provided with a confirmation code that you can use if you have future inquiries pertaining to your submission.

At this time, if you need to make another submission click the **Make another submission** button. Otherwise, click **Return Home** to bring you back to the Department of Municipal Affairs and Environment website.