

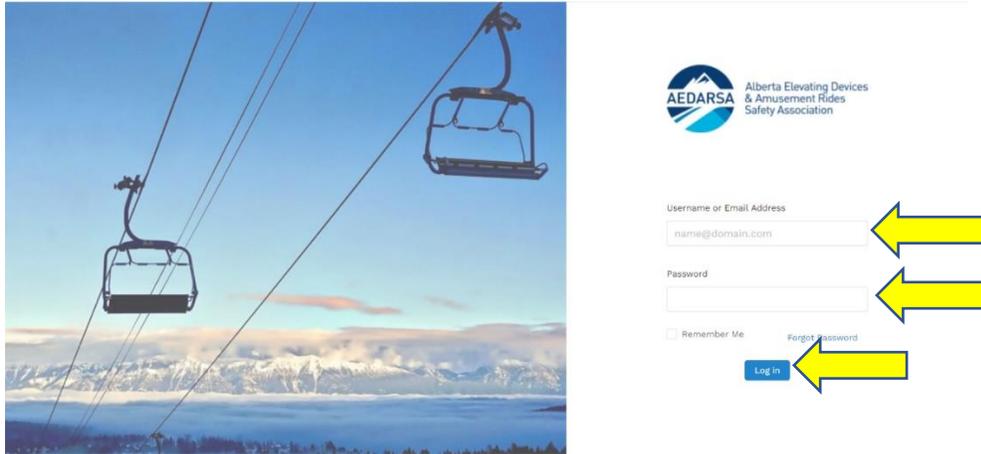
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Log in screen

All owner/areas received an email with log in credentials from AEDARSA to allow access to the portal. This email included the email address and a password. If you did not receive the log in credentials, please contact Rob Eeglon rob.eeglon@AEDARSA.com

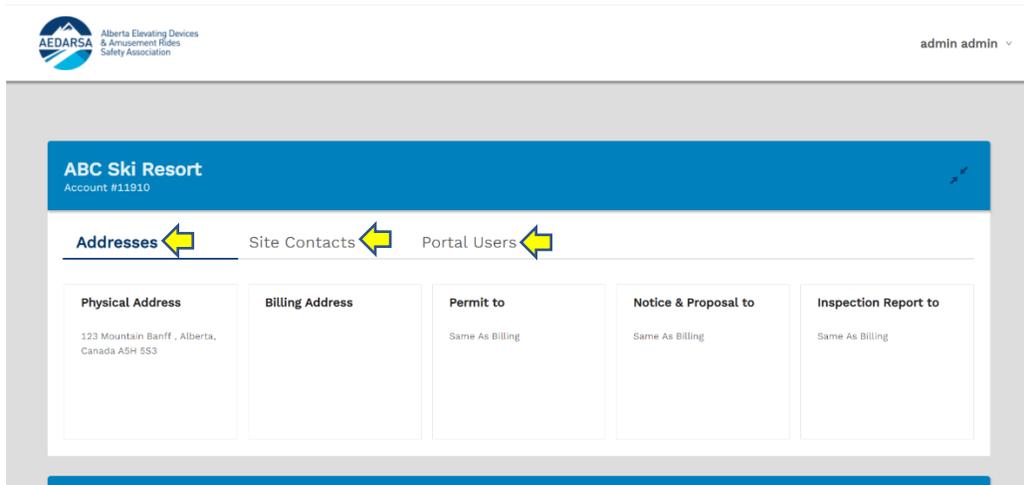
Steps to follow:

1. Enter username or email address
2. Enter password
3. Log in



Main Page

The main page allow access to the area physical address, site contact and portal users (if any changes are required, please contact Rob Eeglon at rob.eeglon@AEDARSA.com),



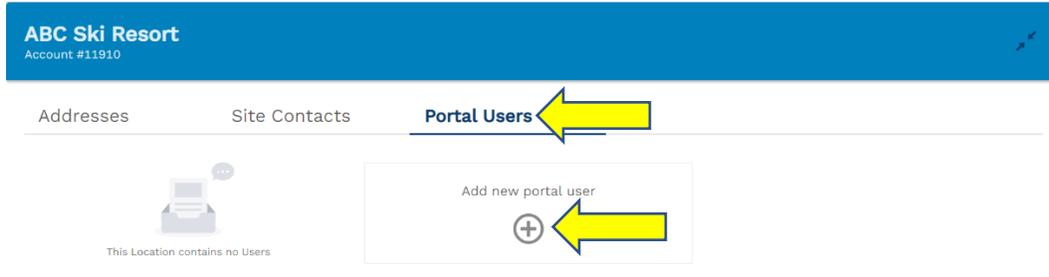
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Portal Users

Portal users can be edited by an Administrator. Individuals can be added or deleted.

Steps to Follow:

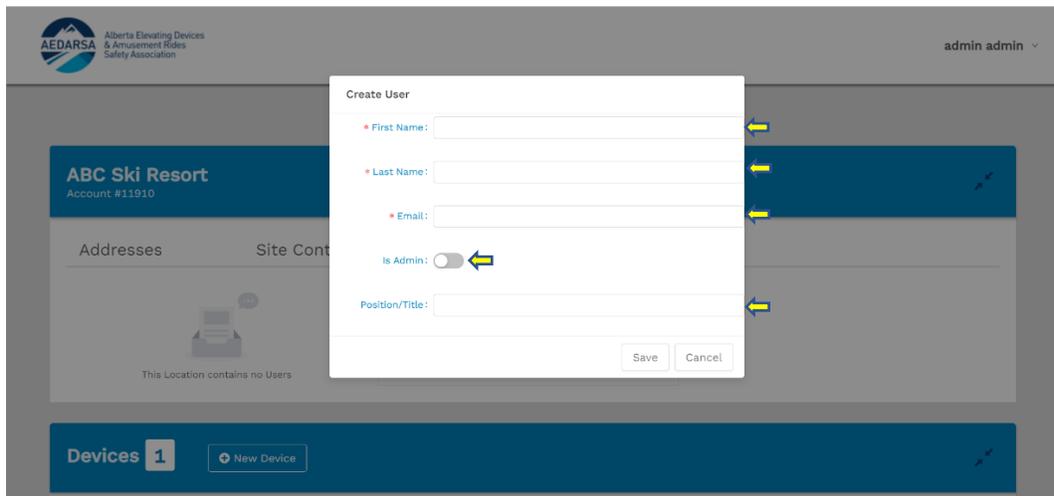
1. Click on Portal user
2. Add new portal user



Create User tab will pop up. To create a new user.

Steps to follow:

1. Enter first name
2. Enter Last name
3. Enter user email
4. Click if the new user is an admin or content editor
5. Admin privileges include the following:
 - I. Submitting the renewal package
 - II. Submitting the safety examination checklists
 - III. Signing off on directives
 - IV. Other additional features to be added soon
6. Content Editor privileges include the following:
 - I. Submitting the safety examination checklists
7. Enter Position/Title
8. Save information
9. This will then send an email to the new user with log in credentials to access the oNe-X Portal

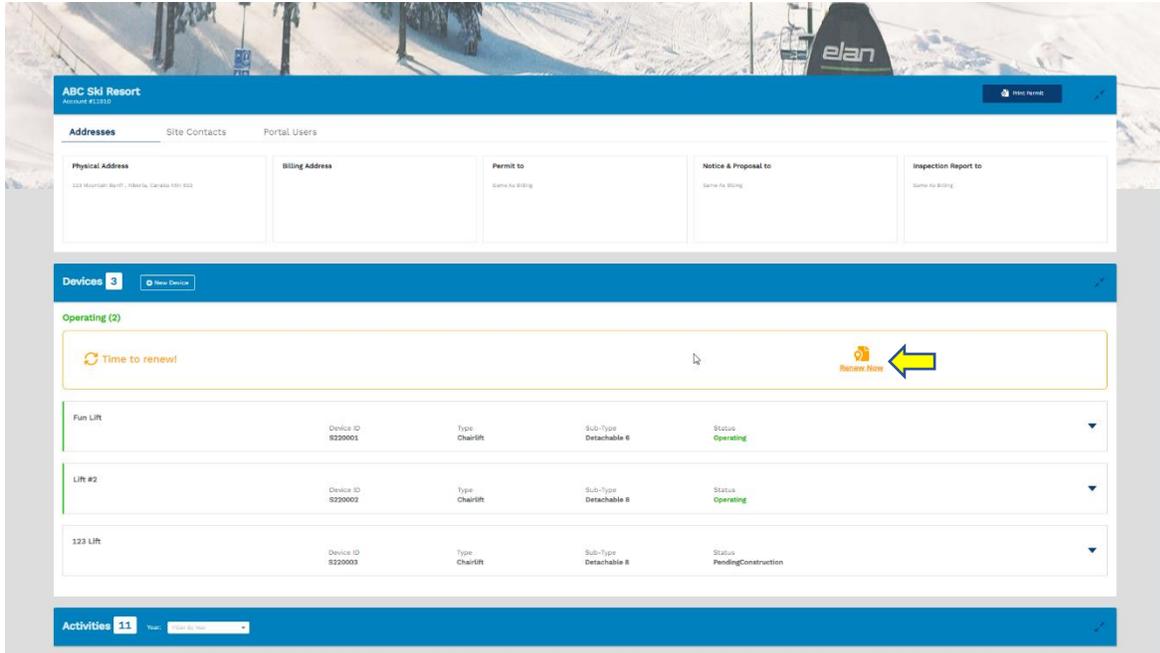


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Permit of Operation Renewal

Portal users (Administrators) can complete and submit the Renewal for Permit of Operation.

To start the renewal process you follow the renew now link identified below.

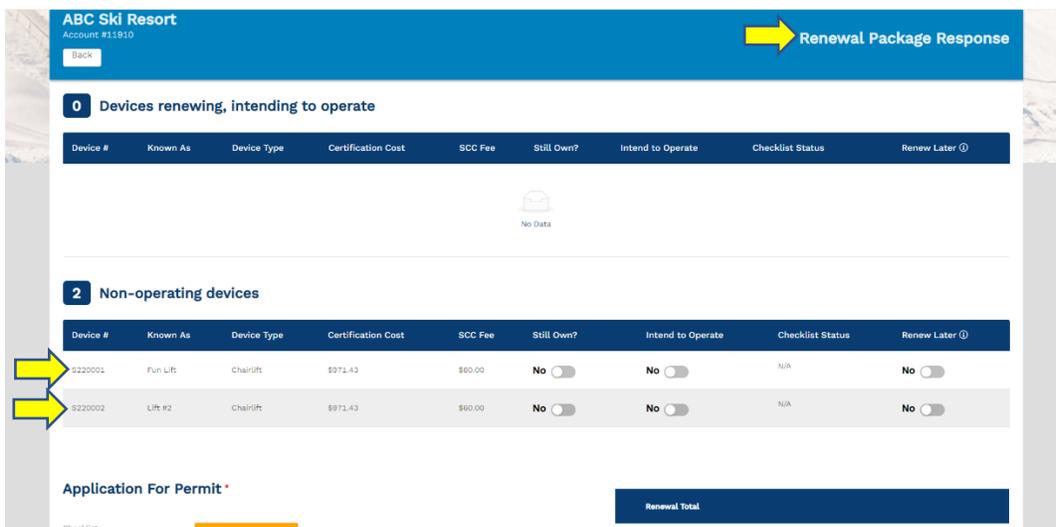


The renew now link takes you to the Renewal Package Response with devices that have been previously identified to AEDARSA listed below.

*Note: New devices will not show in the renewal package

Steps to follow:

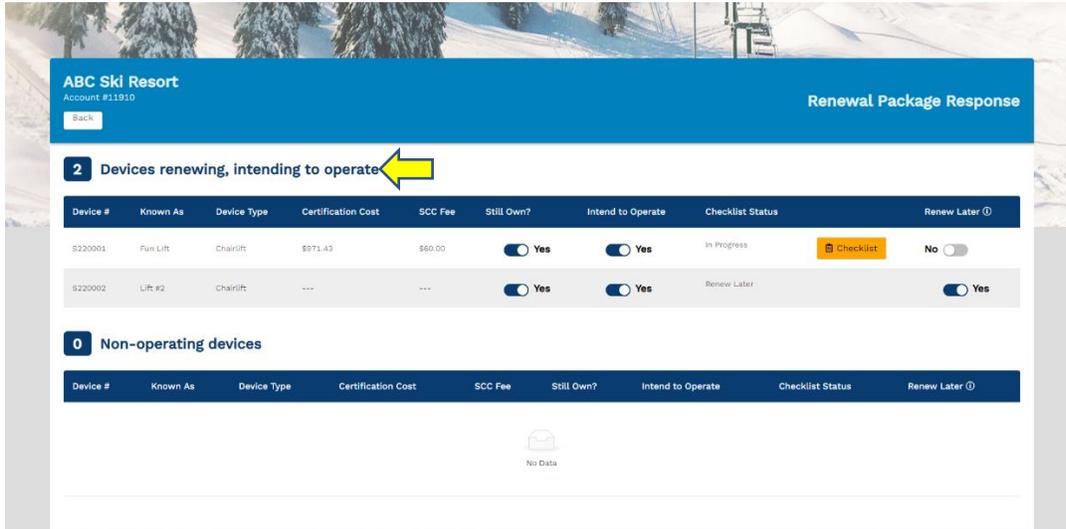
1. Do you still own the device check the (Yes/No) tab
2. Do you intend to operate the device check the (Yes/No) tab
3. Do you intend to operate the device with a delayed opening due to conditions, maintenance requirements ect. Check the renew later tab. * Note Devices that are identified as renew later will not be added to the Permit of Operation



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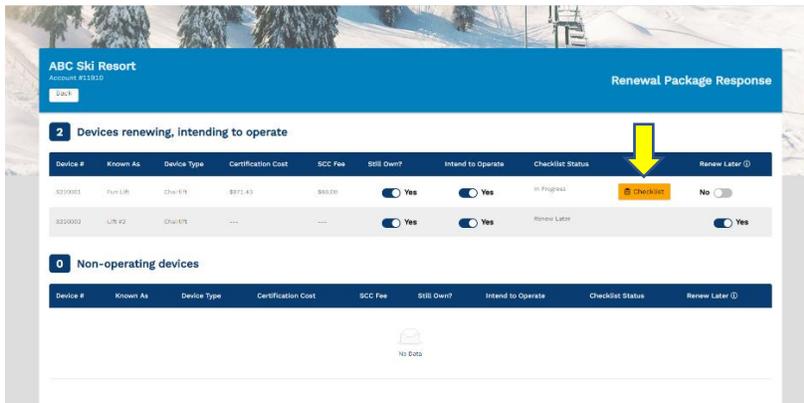
After you have identified the devices you still own, intend to operate or renew later they move into intend to operate

S210001 has been selected as still own, intend to operate and is not identified as renew later. The checklist must be completed. This can be done by Portal Administrators and Content editors.

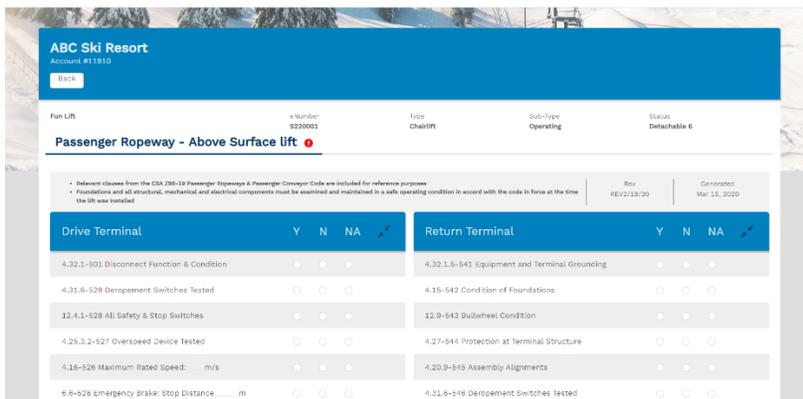


Completing the Safety Examination Checklist (SEC) steps:

1. Click on Checklist tab



2. This takes you to the Safety Examination Checklist page (SEC). Complete the SEC.



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3. After you complete the SEC you will have to validate and submit

The screenshot shows a checklist interface with two columns of items. Each item has a radio button and two empty circles. At the bottom, there are three buttons: 'Save Draft', 'Cancel', and 'Validate and Submit'. A yellow arrow points to the 'Validate and Submit' button.

6.14.7-687 Carrier Security Drive Terminal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
688 Return Terminal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.14.3-685 Carrier Detach SwitchDrive Terminal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
684 Return Terminal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.14.4-683 Carrier Anti Collision Drive Terminal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
682 Return Terminal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.4.1-897 All Safety and Stop Switches Tested	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.2-721 Training (Operations and Maintenance)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.34-720 All Signs Posted	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.35.3-719 Smoke Detectors Tested	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.6.3-718 Housekeeping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.20-717 Fire Extinguishers, Location & Condition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.13/12.4.3-716 Fuel Storage	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.19-715 First Aid Equipment & Personnel on site	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.16.2-714 Evac. Equipment, Location & Condition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.8.4-713 Condition of Anchors/Guy Lines	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.9-712 Condition of Electrical Components	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.39.2-729 Manufacturer's Manual	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. After you validate and submit the status of the Checklist changes from orange to green. The SEC has been saved and will be submitted with the renewal. This will need to be completed for each device.

The screenshot shows the 'Renewal Package Response' page for ABC Ski Resort. It features a table with columns: Device #, Known As, Device Type, Certification Cost, SCC Fee, Still Own?, Intend to Operate, Checklist Status, and Renew Later. A yellow arrow points to the 'Checklist' button in the 'Checklist Status' column for device 8220861.

Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
8220861	Fun Lift	Chairlift	\$871.43	\$40.00	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Completed <input checked="" type="checkbox"/> Checklist	<input type="checkbox"/> No
8220862	Lift #2	Chairlift	---	---	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Renew Later	<input checked="" type="checkbox"/> Yes

The Renewal Application checklist now needs to be completed. The steps to follow:

1. Click on checklist tab

The screenshot shows the 'Application For Permit' page. A yellow arrow points to the 'Checklist' tab in the top navigation bar. The page includes sections for 'Application For Permit', 'Digital signature and acknowledgement', and 'Renewal Year'.

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2. This takes you to the Renewal Checklist. Complete the Checklist validate and submit.

3. After you validate and submit the status of the Checklist changes from orange to green. The Application for Permit Checklist has been saved and will be submitted with the renewal.

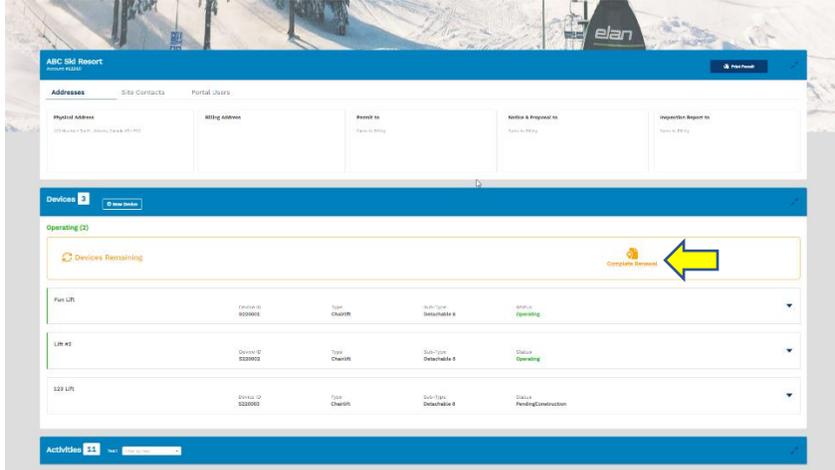
4. To submit now complete the digital signature. Submit Renewal Package will light up once the digital signature is completed.

5. Submit! This sends an e-mail to AEDARSA identifying that ABC Ski Resort has submitted a renewal package.

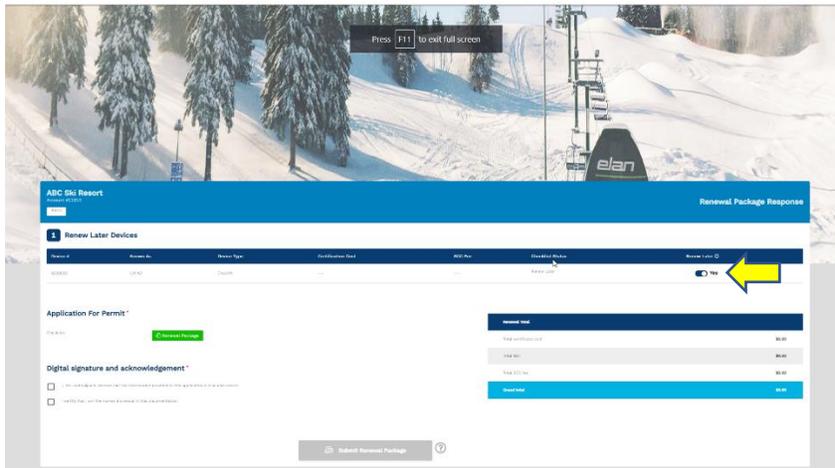
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Renewing later? Easy following these steps:

1. Follow the complete renewal link identified below

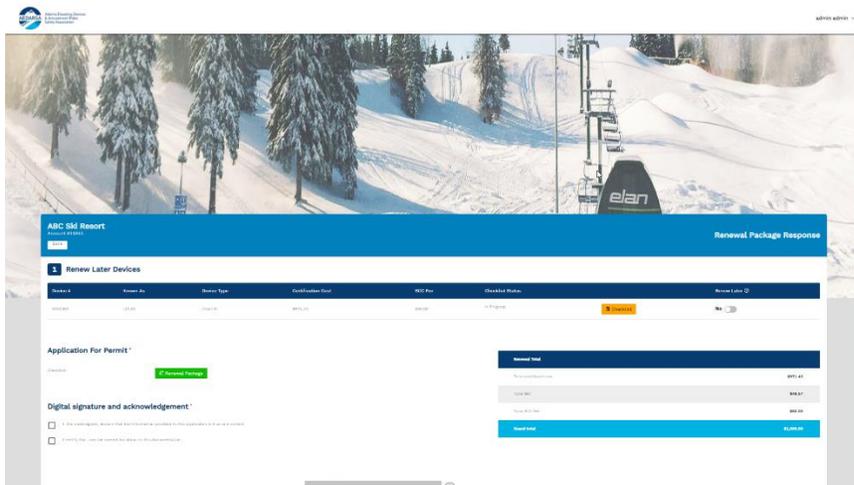


2. The complete renewal link allows you to change the state of the device from renew later to renew now. This prompts the portal user to complete the SEC

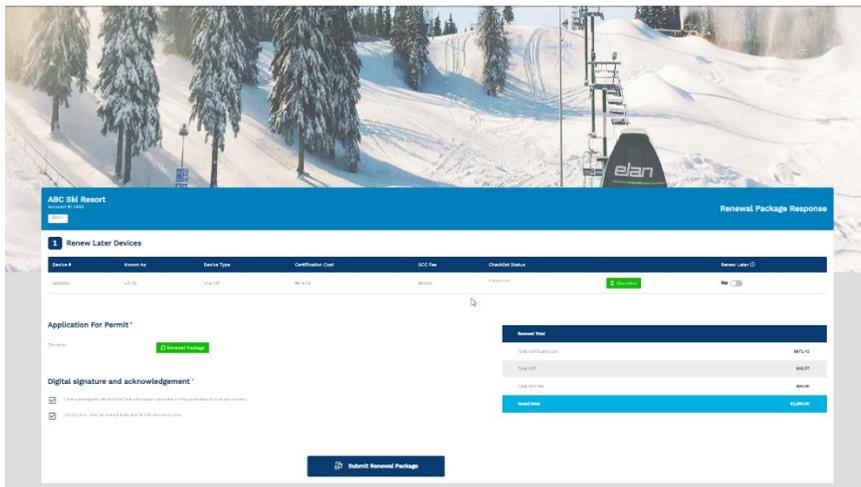


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3. Complete the SEC the same way from previous steps.



4. Digital signature will be required again prior to submitting. Submit after completion. An e-mail will be sent to AEDARSA identifying that ABC Ski Resort has submitted a SEC for a device that was renewed later. * Note After this step is completed the device will be added to the Permit of Operation



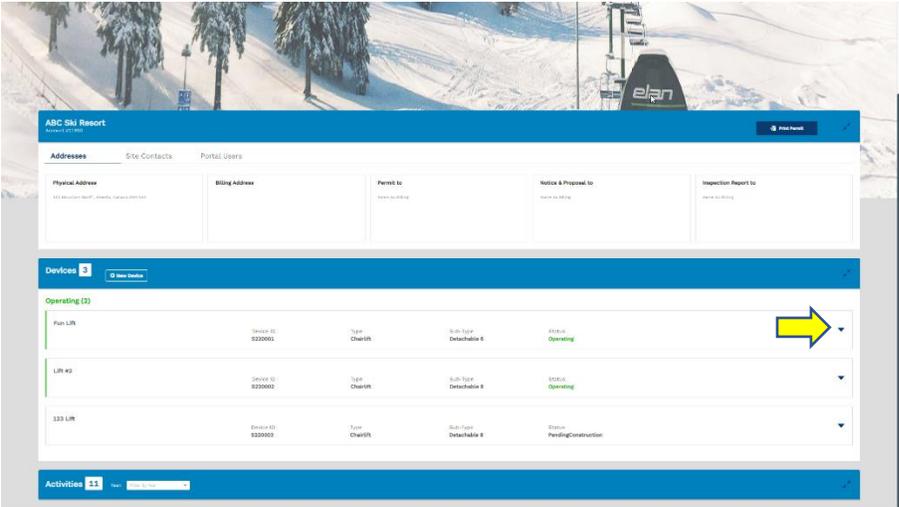
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Closing off on Directives

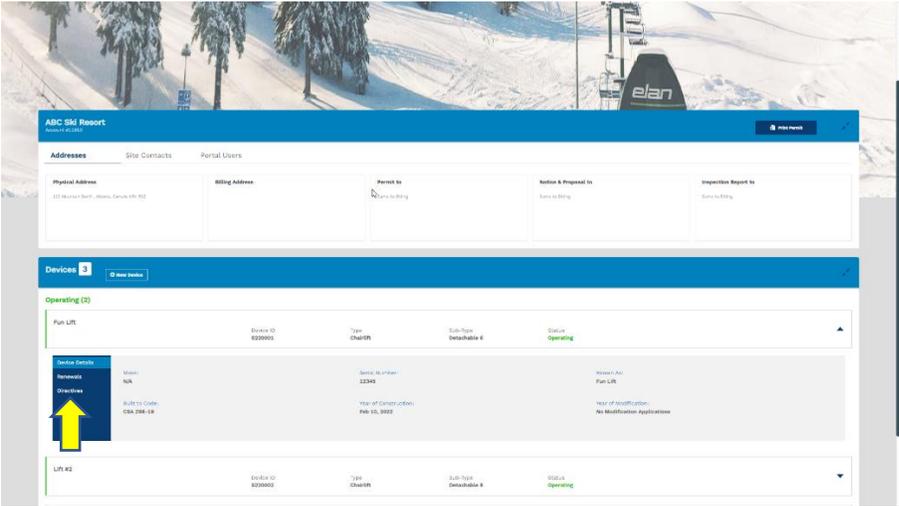
Portal users (Administrators) can sign off on directives once completed.

To sign off on directives follow the step below:

- 1. Identify the device you want to close directives off. Open this tab

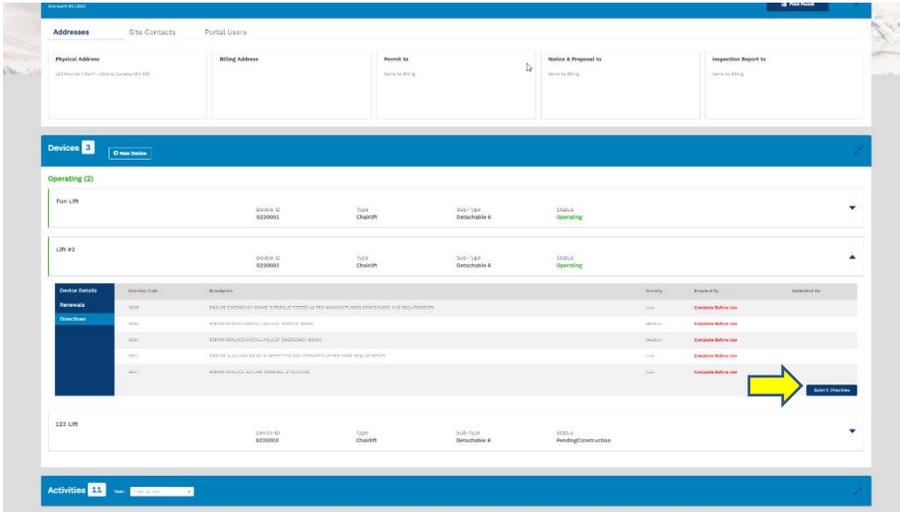


- 2. From this tab click directives

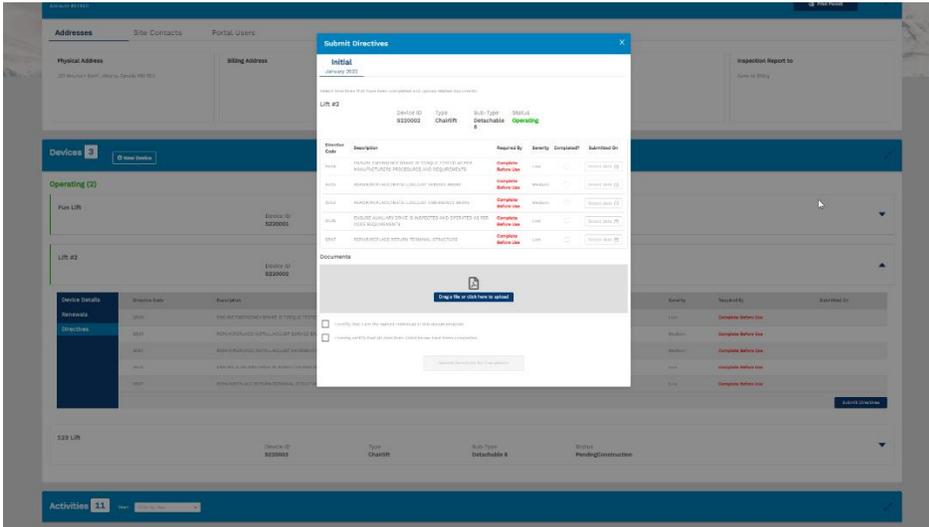


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3. Previous inspection directives show up with submit directives tab

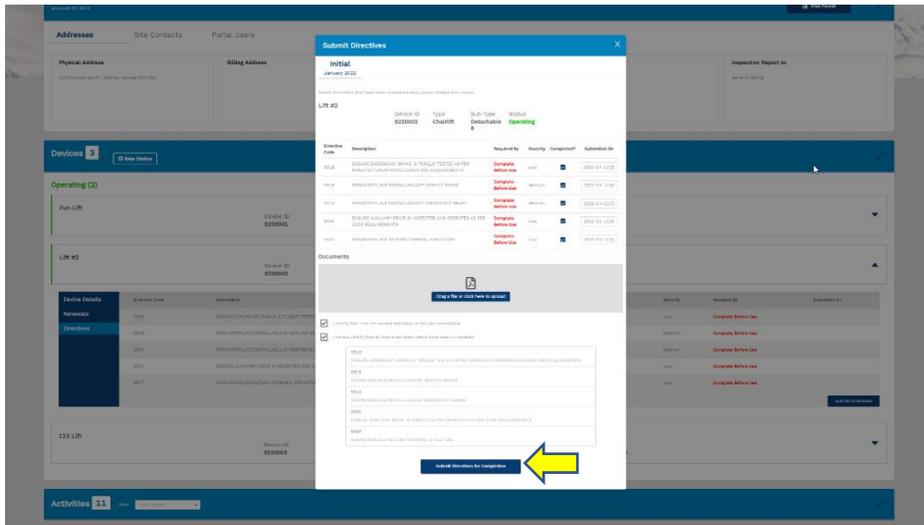


4. Enter the completion details and upload any required documents

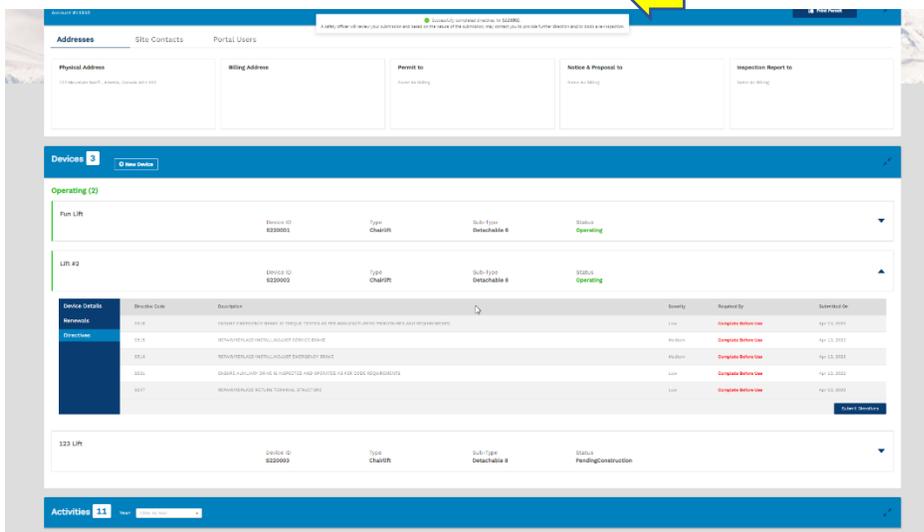


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5. Complete the digital signature and submit the directives



6. After submission you will get a pop up indicating that directives for the device have been submitted. AEDARSA is notified that ABC Ski Resort submitted directives.



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Activities

Portal users have access to activities that are filtered by year. The activity tab includes previous inspection reports, the renewal checklists (including the SEC), invoice information.

The screenshot displays the 'Activities' tab in the AEDARSA oNe-X portal. The interface is divided into several sections:

- Header:** 'ABC Ski Resort' with a 'My Profile' button.
- Navigation:** 'Addresses', 'Site Contacts', and 'Portal Users' tabs.
- Addresses:** A table with columns: Physical Address, Billing Address, Permit to, Notice & Proposal to, and Inspection Report to.
- Devices:** A section with a 'New Device' button and a table of LIFTs.

LIFT #	Device ID	Type	Sub-Type	Status
Fun LIFT	8220003	Chairlift	Detachable S	Operating
LIFT #2	8220003	Chairlift	Detachable S	Operating
123 LIFT	8220003	Chairlift	Detachable S	PendingConstruction
- Activities:** A section with a 'New Activity' button and a table of activities.

Document	Number	Date	Status
Received	99999999	May 4, 2022	Notified No Response
Initial Inspection Invoice	99999999	May 4, 2022	Notified - Inspected Not Due Yet
Application for Detachable Invoices	99999999	May 4, 2022	Notified - Inspected Not Due Yet
Annual of Operation Invoice	99999999	May 4, 2022	Notified - Construction
Received	99999999	May 14, 2022	Notified - Received Not Due Yet
Annual of Operation Invoice	99999999	May 11, 2022	Notified - Construction
Application for Detachable Invoices	99999999	May 11, 2022	Notified - Inspected Not Due Yet
Initial Inspection Invoice	99999999	May 11, 2022	Notified - Inspected Not Due Yet
Application for Detachable Invoices	99999999	May 11, 2022	Notified - Inspected Not Due Yet
Initial Inspection for 1230003	99999999	May 6, 2022	Notified - Completed by the Region - No Outstanding Directives
Initial Inspection for 8000000	99999999	Jan 10, 2022	Notified - Completed by the Region - Outstanding Directives

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Printing off a Permit of Operation

Portal users can print off Permit of Operations. This is done by clicking on the Print Permit tab. *Note Permit of Operation will need to be released by AEDARSA prior to having this feature

