



eziLink Training Manual

For the Ministry of Forests and Sustainable Resource Management
Participant Manual • December 2004

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Training Overview

1. Overview

This training course covers the use of **eziLink™** to create ESF submissions and focuses on the development of the submissions documents and not as a training course on forest tenures or silviculture. This manual is specific to the Ministry of Forests and Ministry of Sustainable Resource Management's usage of the product.

The focus of this training is on revenue and non-revenue generating FTA submissions.

Following this course, attendees will have an understanding of the capabilities of the **eziLink™** product and how to utilize it to create ESF submission documents.

2. Attendee Pre-requisites

This training manual has been developed with the expectation that participants have training and exposure to the following:

- Knowledge of computers and their operation
- Knowledge of forest tenures (for the FTA submissions) and silviculture (for the RESULTS submissions).
- Training and experience with FTA, ESF and RESULTS.
- Knowledge and experience working with MicroStation (including MAPS 3D), ArcView, ArcGIS, or ArcINFO and with familiarity on:
 - Spatial editing
 - Concepts spatial topology and error correction
 - An understanding of the differences between CAD and GIS systems
 - An understanding of the approaches to converting data between CAD and GIS systems

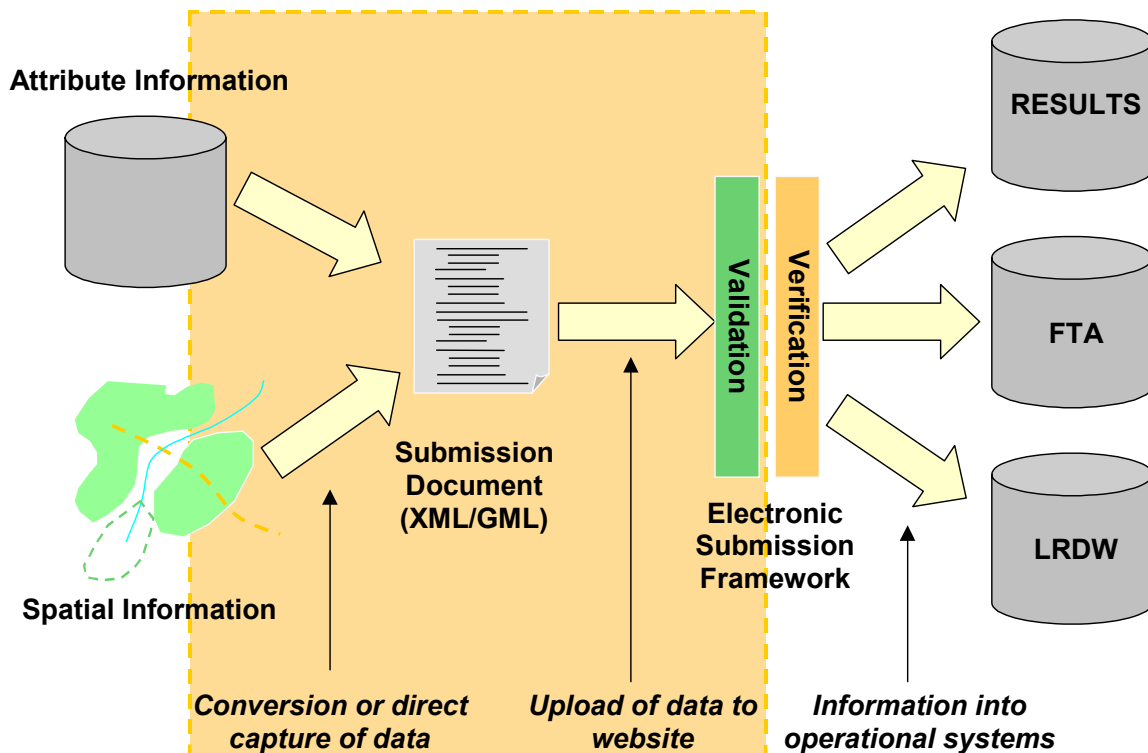
3. Key Resources and References

In addition to this manual, there are a wide variety of resources and reference materials available on topics relating to ESF, FTA, and RESULTS that participants may find of use.

- Sample exercise data
- Powerpoint presentation
- Industry Guide to FTA
- Industry Guide to RESULTS
- ESF Website
- RESULTS Website
- eziLink Users Manual

Introduction to e-Submission and eziLink Concepts

Conceptually, the electronic submission framework (ESF) for the BC Government is a mechanism to take information from external systems and move the data through the ministries business process and migrate information into BC Government operational systems such as Forest Tenure Administration (FTA).



eziLink provides tools to create and manage the submission documents for e-submission through the electronic submission framework. This include support for:

- Conversion of data from existing digital data sources,
- Direct entry of information into a submission document,
- Utilities and functions for quality assurance of formatting of submission documents
- Utilities for managing upload and checking on the status of submissions
- Validating the structure of the submission document to schema standards

It is not a replacement for a business management systems or GIS/Mappings systems. It is designed for use in conjunction with other tools that perform these mapping and business management tasks.

eziLink is not designed to manage or access the business rules associated with a particular type of submission such as the fact that a existing cutting permit submission must have been submitted and approved (exist in FTA) before an amendment can be submitted and processed. This verification process is the job of the business agents that are part of the ESF.

4. Supported Submission Types

eziLink supports RESULTS, FTA and ABR submissions that are currently published by MSRM and MOF. This includes support for any type of submission supported by the published submission schemas.

Forest Tenures and Permits Support

EziLink has support for the latest version of the RESULTS schema including support for:

- Harvest Applications requiring Cutting Permit for harvest authority (ie TFL and FL CP)
- Harvest Applications not requiring cutting permit for harvest authority (Special Use Permits, License to Cut)
- Timber License Applications and Eliminations
- Chart Applications
- Range Applications (Grazing and hay cutting permit and leases)

Through out the implementation of INCOSADA replacement project, new non-revenue generating tenures will be supported for submission through ESF, FTA and eziLink.

Silviculture Submissions

EziLink has support for the latest version of the RESULTS schema including support for:

- Opening definitions
- Disturbance
- Forest Cover Polygon
- Silviculture Activities
- Milestones

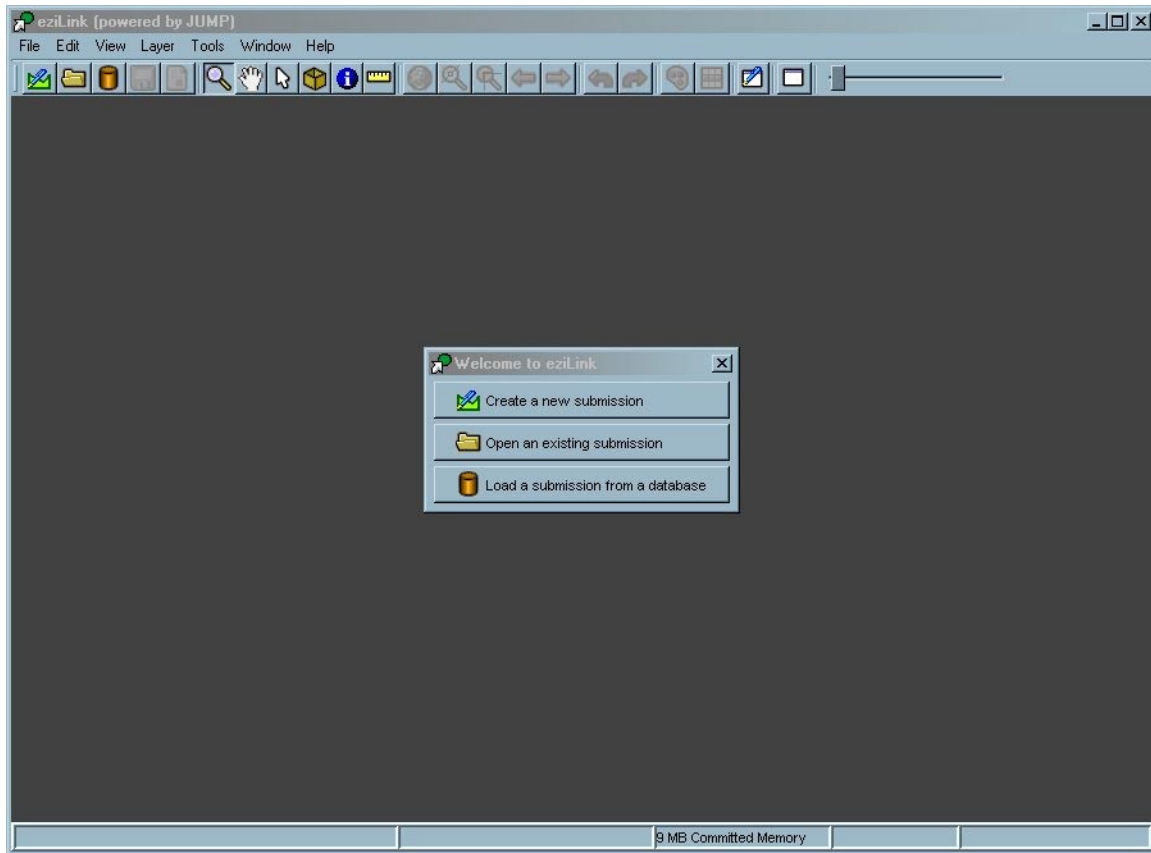
As Built Roads

Ezilink supports submissions for ABR including built road sections and events for:

- Deactivation
- Access control structures
- Construction
- Culverts
- Linear structures
- Organic material in road construction

Introduction to eziLink

5. User Interface Overview



When first opened, **eziLink™** provides a dialog with three options for the user:

1. Create A New Submission

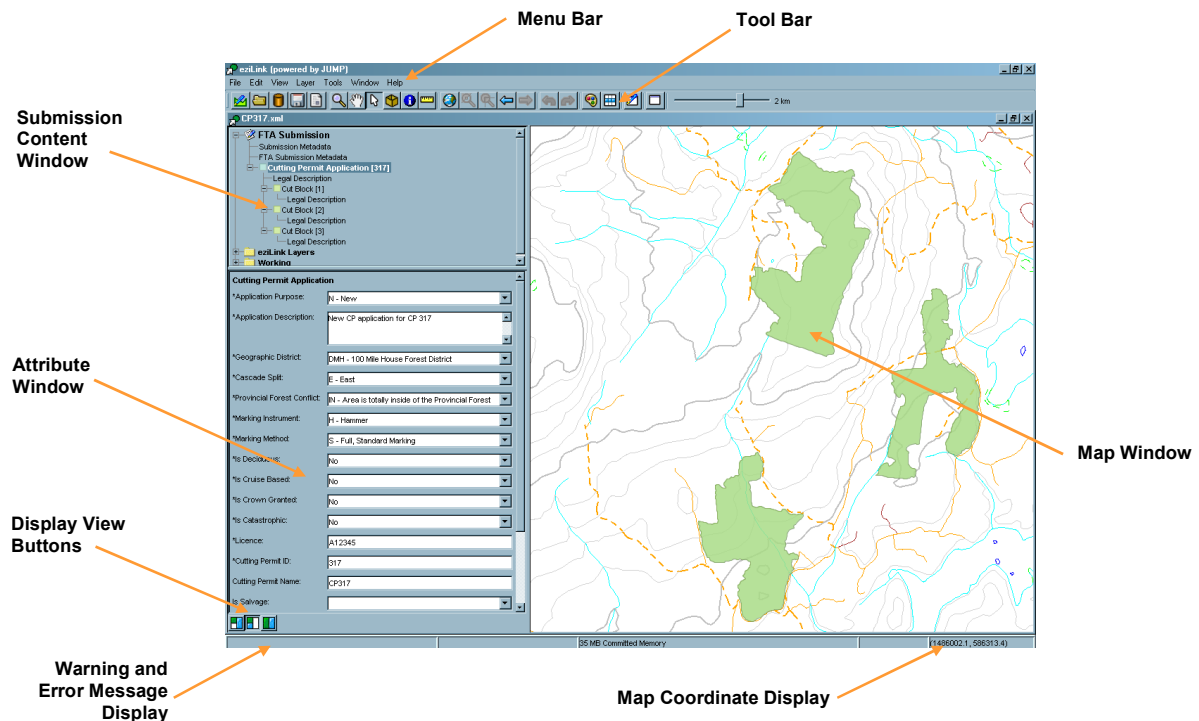
This will allow you to create a basic submission from scratch. **eziLink™** will guide you through the process of creating the submission. This is covered further in the training.

2. Open Existing Submission

This will allow you to open a standard XML/GML document formatted to a supported schema (FTA or RESULTS) no matter how that submission was created.

3. Load A Submission from a Database

This option allows submission information to be loaded from an external datasource without having to manually **enter** attribute or spatial information. This is covered in detail in a separate training course.



Map Window

- Display for viewing and manipulating spatial data
- Shows submission spatial and back ground information

Submission Content Window

- This panel is used to show the structure of the submission
- Shows data (spatial layers) items that the user can interact with and their organization

Attribute Window

- Shows information on the attributes of the submission
- Changes as you **select** different items in the submission content window

Menu Bar

- Provides standard menu items to access the functions and features of the application

Tool Bar

- Provides access to functions and tools that are most often used

Display view Buttons

- Changes the perspective of the user interface

Warning and error message display

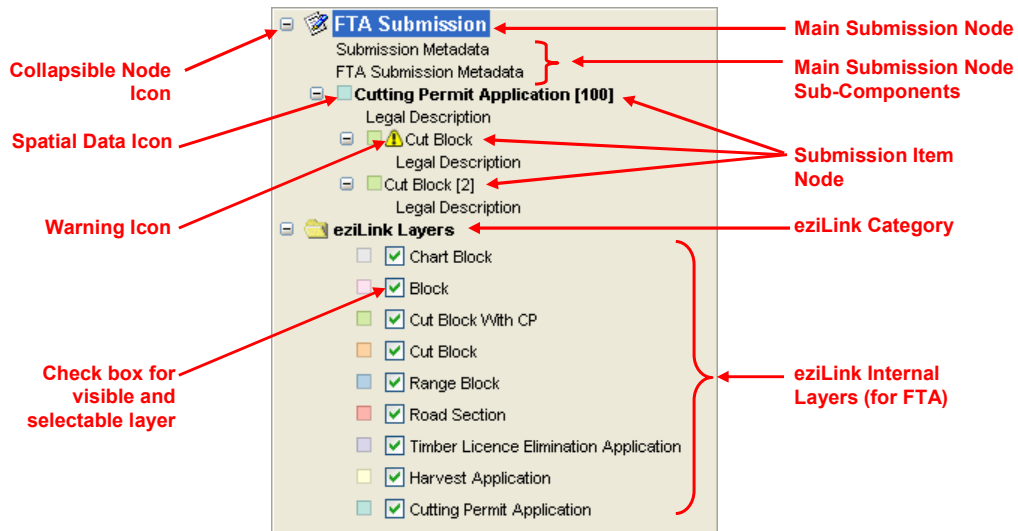
- Flashes when errors or systems warning occur

Map Coordinate display

- Displays the coordinates of the cursor in the map window

Submission Window

The submission window is the key to understanding the submission. It contains information on the structure, missing submission components and display of information in the attribute and spatial windows.



Main Submission Node

This is the top item in the schema for submissions. In the sample, this is a FTA submission. Under this are sub-components.

Sub-Components

Sub-Components are other submission components required for a particular schema. This can be spatial or just attribute information. These change depending on the submission being made.

Categories

Categories are groupings of spatial data layers. eziLink™ has its own internal layers category in which the internal layers of information are stored. It is important not to delete these layers, as it will stop eziLink™ from functioning correctly.

eziLink Internal Layers

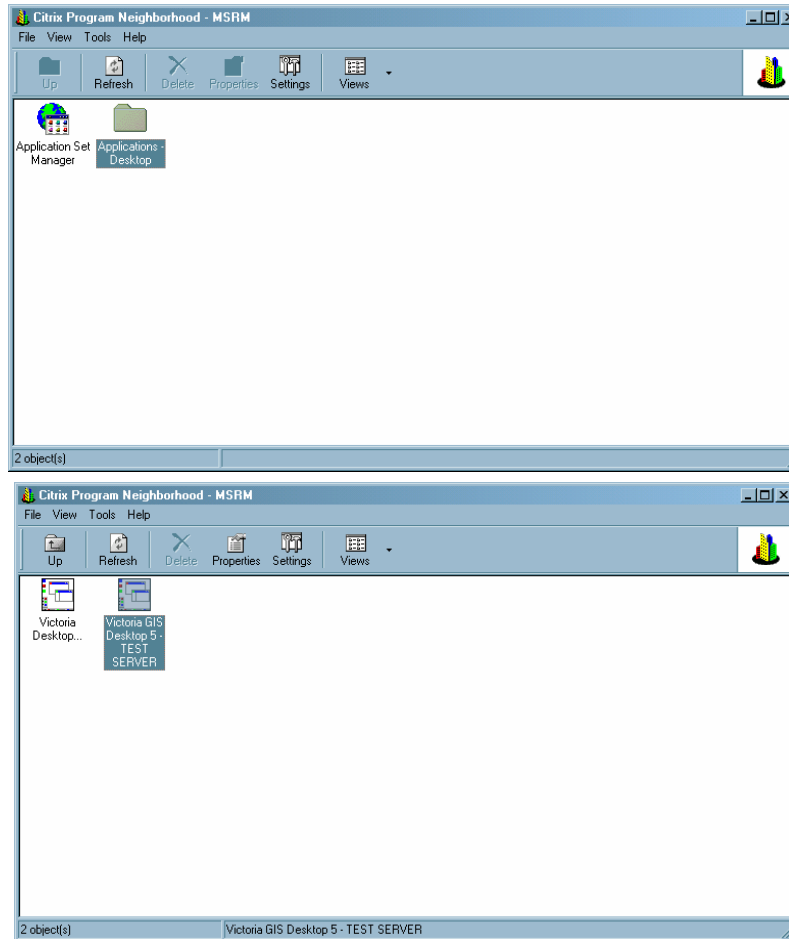
These layers are spatial layers used by eziLink™ and change depending on the submission being created. Do not remove these layers.

	Icon(s)	Description
Collapsible Node		Indicates if the submission item is collapsed or if there are sub components to the submission. Click to expand the tree to expose further components to the submission.
Spatial Data		Indicates that the submission item can have spatial data associated with it such as a cut block boundary. This does not indicate that it is required, only that it can have spatial data.
Warning		Indicates that there is something missing from the particular submission item. Hold the mouse over the item to get a listing of what is missing.
Layer Check Box		Indicates if the layer is to be visible and selectable in the spatial window.

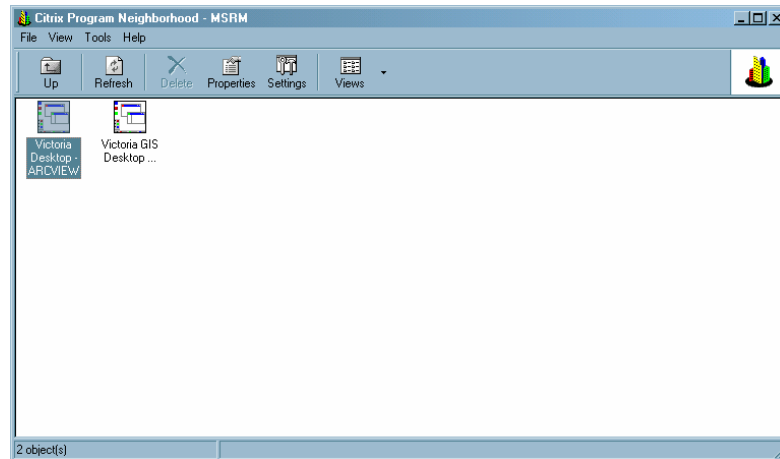
Exercise 1 – Opening An Existing Submission

In this exercise you will become familiar with opening a submission document and issues that arise when the submission is incorrectly formatted. Remember that eziLink can open submission files created to ESF schema standards no matter what application created it.

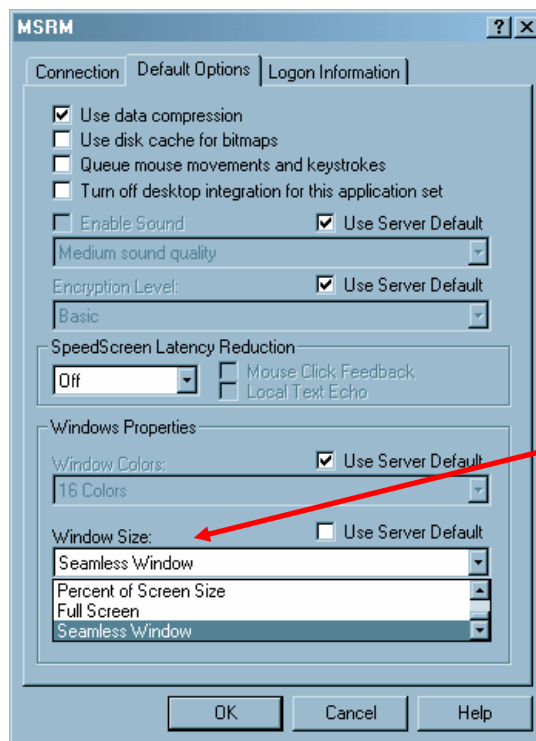
1. Log into the trainer server from the Citrix client. You should have at least two servers available to you once you have logged onto Citrix. The trainer server is called Victoria GIS Desktop 5 – TEST SERVER.



The production server that you will be using later should also be accessible and will be called 'Victoria Desktop - ARC VIEW' or 'Victoria Desktop - ARC INFO'.



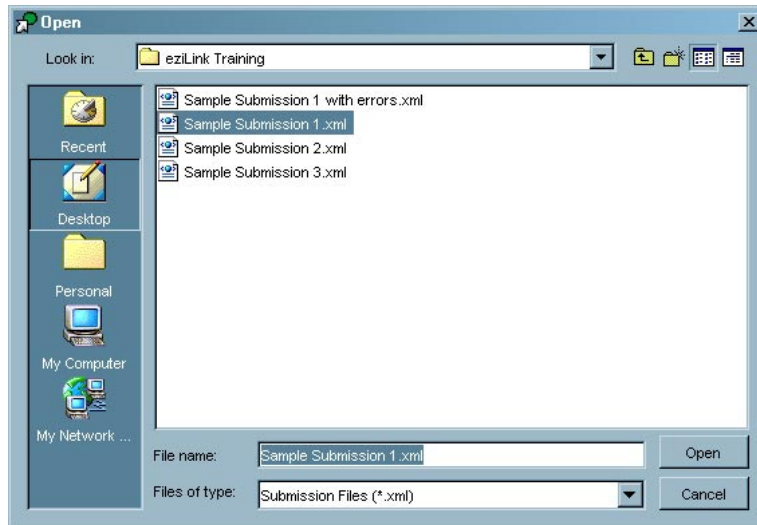
If you are using a double monitor you will want to play with the settings for the size of the terminal server window when it opens. See the diagram below. The Seamless window will take up both monitors and cause confusion so you can adjust it to a percentage of the Screen size.



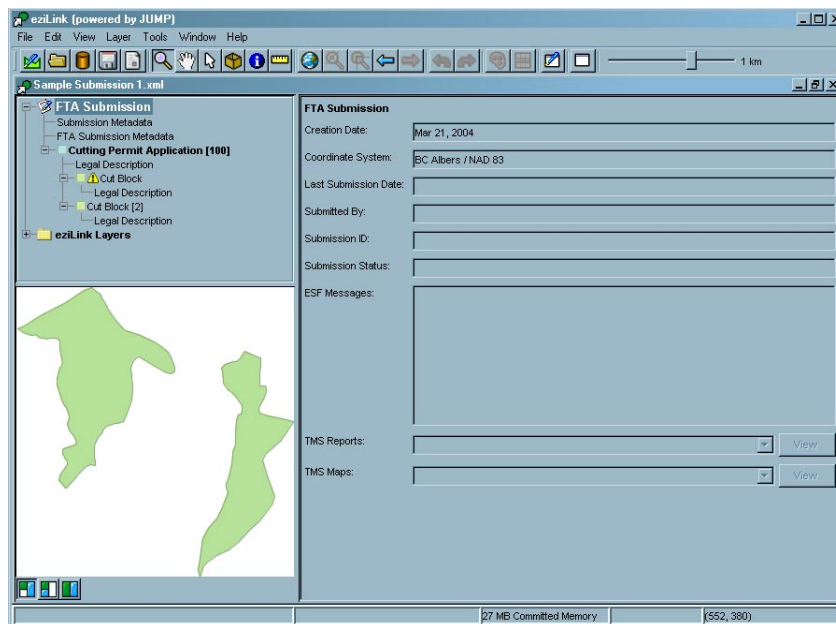
Change option here to adjust size of terminal server window.

2. **Open eziLink™.**
3. Start -> programs -> eziLink-> **eziLink™.**
4. **Click** 'Open An Existing Submission'.
5. Open the 'Sample Submission 1.xml' submission from the training directory on the terminal server.

W:\!Common_Training_Area\EziLink_Training_Data\<session Date>\<Afternoon or Morning>\Student Name - #\Ezilink Training Data\



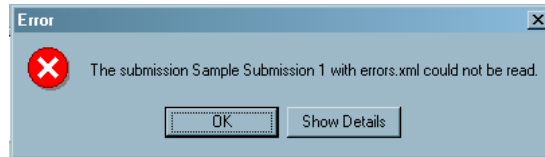
6. **Click** on the Cutting Permit Application in the submission content window. Note that the attribute window now shows information about the submission.



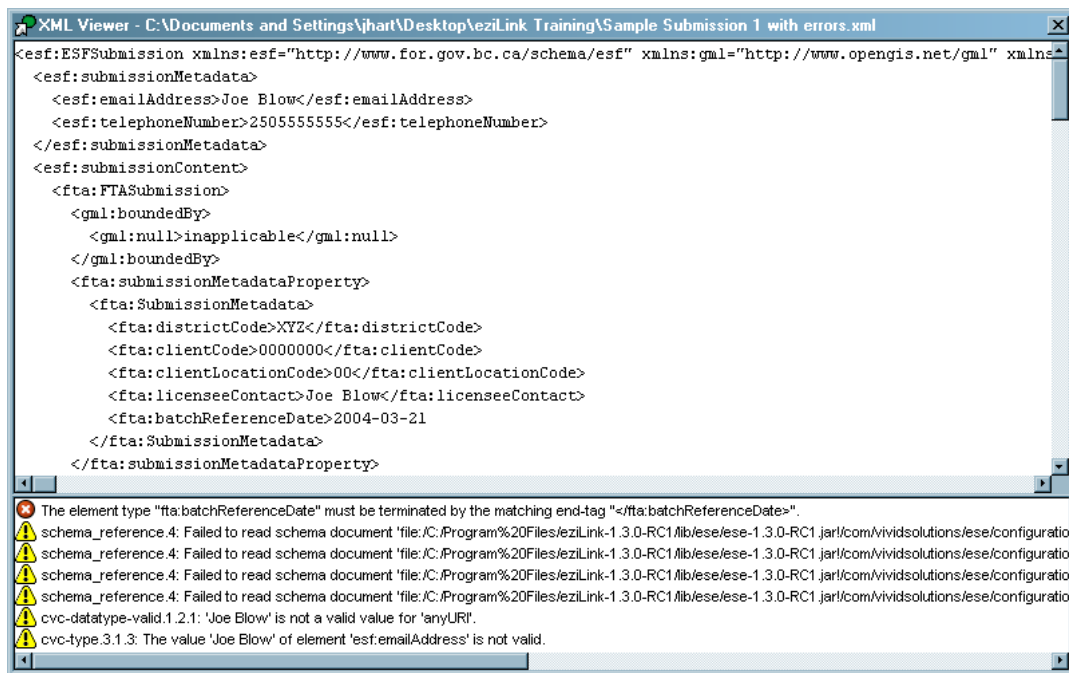
7. **Click** on all three display view buttons located in the bottom left corner of the screen to see the different displays perspectives.

eziLink will read XML files that are not correctly formatted and provide you a view of the file that identifies the errors in the file. To correct the errors, you must correct the problem in the translation routine, application or in a text editor.

1. Close the submission 'Sample Submission 1.xml' in eziLink.
2. Open the submission 'Sample Submission 1 with errors.xml' in eziLink. Upon opening the file, eziLink will notify you that the file could not be read.



3. **Click** the 'Show Details' button. EziLink will validate any errors that the file has and display. The bottom of the window describes what is incorrect in the file.



4. **Click** on any of the error messages in the bottom half of the window. Note that it shows you exactly where in the file the problem is.
5. Close the window.
6. Close the submission 'Sample Submission 1 with errors.xml' in eziLink.

Exercise 2 – The Submission Window

1. **Reopen** the 'Sample Submission 1.xml' submission from the training directory
2. **Click** on the  display view button.
3. **Click** on the FTA Submission Node and look at the attributes in the attribute window.
4. **Click** on the cutting permit application node and look at the attributes in the attribute window. Also note that the spatial component flashes in the spatial window showing the spatial representation of the submission item.
5. Place mouse over the Cut Block with the Warning icon. Do not **click**. A message appears indicating what is missing from that item.
6. **Click** on the  collapsible Node Icon to collapse portions of the tree.

7. **Right-click** on each node of tree to review the options for that particular aspect of the submission.
8. **Click** on the check box for the 'Cut Block with CP' to make the layer appear or disappear in the spatial window.

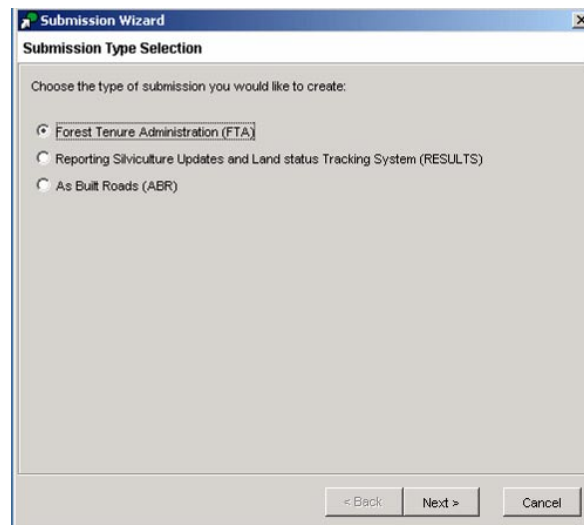
Exercise 3 – Modifying and Saving a Submissions

Making changes to attributes is simple. You select the item in the submission that you need to change and change the value in the attribute window. To save your changes simply save the file under the file menu or if you wish to save to a new file, use the 'Save As'.

1. **Click** on the cut block with the warning icon in the submission window.
2. **Make** the cut block ID 1.
3. **Click** on the FTA Submission in the Submission Window to refresh cut block 1. Note that the warning icon has disappeared indicating that all required information is entered for that component of the submission.
4. **Save** the submission by using file -> 'Save As'.
5. **Save** the file in your student directory on the terminal server as 'SampleSubmission1_Fixed'.

6. Creating a new submission

eziLink uses a wizard based approach for creating new submissions. This approach guides the user through the content required for a submission and allows them to make choices about what is to be included in a logical fashion.



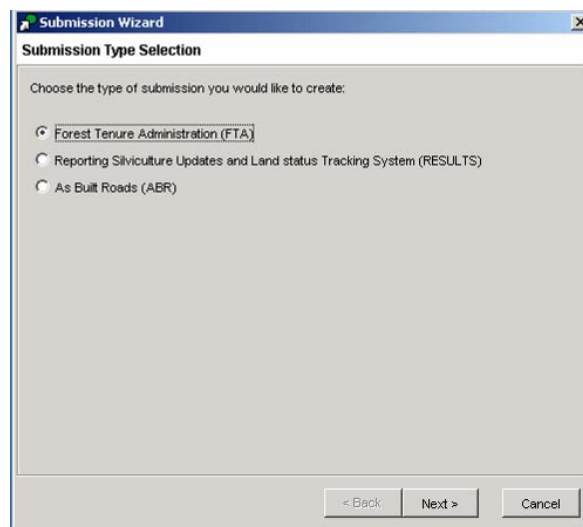
Things to have ready before starting to create the submission are:

- Client information including client numbers, contact information, BceID/IDIR with the appropriate permissions.
- Details about the submission to be made such as if the submission is an amendment, anything that is not the default values
- Spatial data including information on format, projection of source data, a way of identifying what spatial feature(s) belong to what component of the submission.

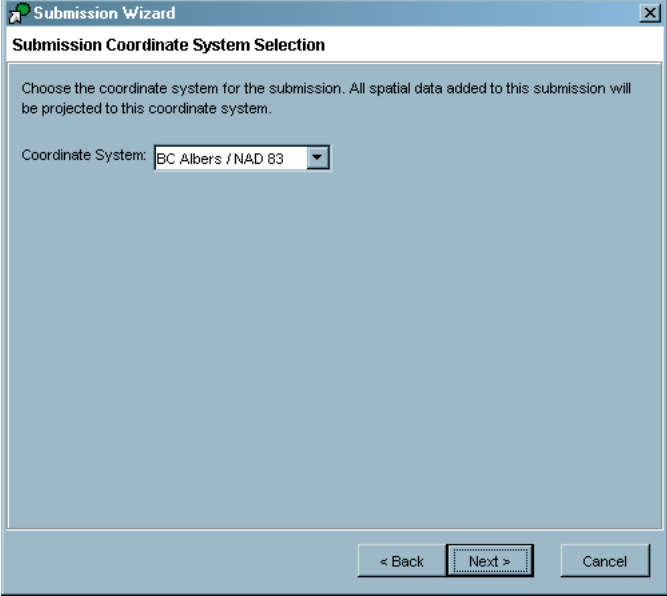
Exercise 4 – Working with the Submission Wizard

In this exercise, participants will begin creating a new Cutting Permit Submission. A form containing all the information about the submission to be created can be found in Appendix A on the 'New Cutting Permit submission 1' - Data form # 1.

1. **Ensure** all submissions are closed.
2. **Select** File, New Submission. This will start the submission wizard that you can step through and complete the details.
3. **Select** Forest Tenure Administration (FTA) for the submission type as cutting permits are submitted as FTA submissions and **click** next. Note that eziLink also supports Reporting Silviculture Updates and Land Status Tracking System (RESULTS) and As Built Roads (ABR) submissions. To create one of these types of submissions, **select** the type of submission to create.

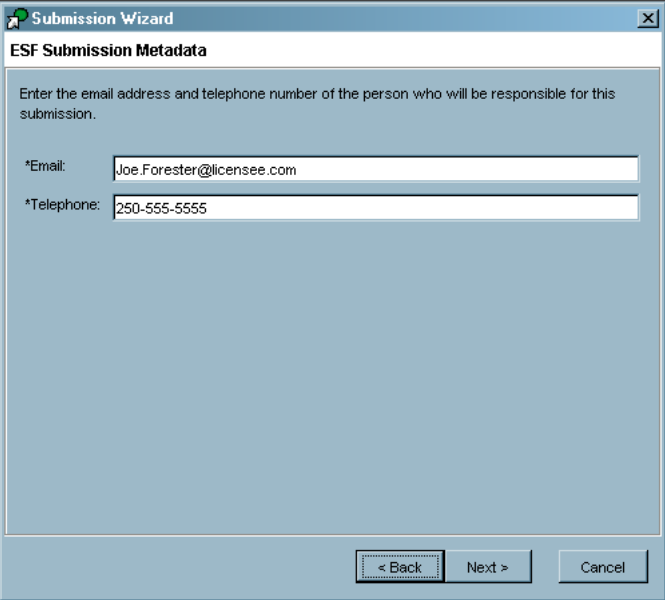


4. **Choose** the coordinate system that you wish to submit in from the drop down list. It is recommended that you submit in BC Albers as this is the project that all in the LRDW is stored as. Note that this projection is for the submission being made; not necessarily the spatial data that you are loading from an external file. eziLink will automatically re-project data on the fly to the projection supplied for the submission, as spatial data is loaded.



The image shows a software window titled "Submission Wizard" with a sub-header "Submission Coordinate System Selection". The main text area contains the instruction: "Choose the coordinate system for the submission. All spatial data added to this submission will be projected to this coordinate system." Below this, there is a label "Coordinate System:" followed by a dropdown menu that currently displays "BC Albers / NAD 83". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

5. **Enter** the submission metadata from the form. The metadata contains information on whom is making the submission. Both the e-mail and telephone number must be provided. This screen is the same no matter what type of submission you are making. You will also note the asterisk beside some of the attributes. This asterisk identifies attributes that are required to have a valid submission. **Click** 'Next' once complete.



The image shows a software window titled "Submission Wizard" with a sub-header "ESF Submission Metadata". The main text area contains the instruction: "Enter the email address and telephone number of the person who will be responsible for this submission." Below this, there are two input fields. The first is labeled "*Email:" and contains the text "Joe.Forester@licensee.com". The second is labeled "*Telephone:" and contains the text "250-555-5555". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

6. Since Cutting Permits are FTA submissions, there is specific information that must be supplied for FTA submissions. This is called the FTA metadata. **Fill in** all the fields based on the New Cut Permit Submission form #1 in Appendix A. Client Number and Client Location Code are specific to each licensee. If you are unsure what your client number and location code are, contact your local district office. The Admin District is the district that the submission will be sent to and the licensee contact is the name of the person that should be contacted at the licensee's office. The batch reference date is the date you want for the creation or submission of the file. Once complete **click** next.

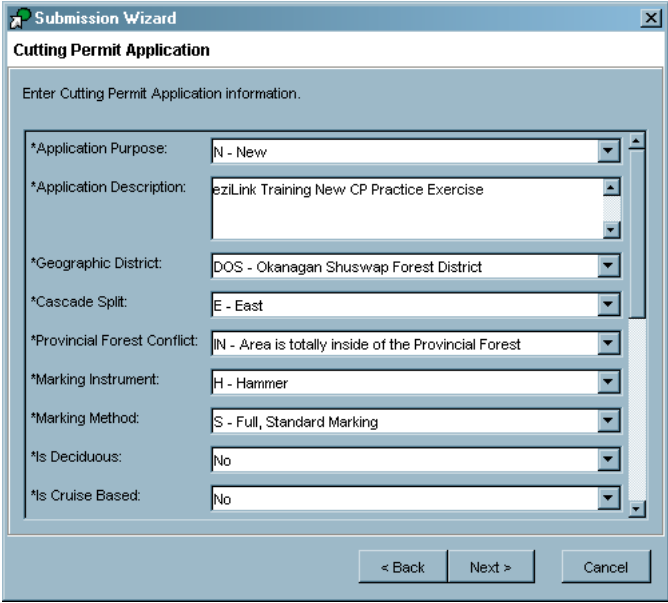
The screenshot shows a window titled "Submission Wizard" with a sub-header "FTA Submission Metadata". Below the header, it says "Enter client information." There are six input fields: "*Client Number:" with the value "00016954", "*Client Location Code:" with the value "00", "*Administrative District:" with a dropdown menu showing "DOS - Okanagan Shuswap Forest District", "*Licensee Contact:" with the value "Joe Forester", and "*Batch Reference Date:" with a dropdown menu showing "Sep 08, 2004". At the bottom, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

7. **Choose** 'Cutting Permit Application' for the submission type and **click** next. Note the different types of application types supported by eziLink for FTA.

The screenshot shows a window titled "Submission Wizard" with a sub-header "Application Selection". Below the header, it says "Choose a type of application:". There are seven radio button options: "Cutting Permit Application" (which is selected and has a dashed border around it), "Road Permit Application", "Harvest Application", "Timber Licence Elimination Application", "Chart Application", "Timber Licence Application", and "Range Application". At the bottom, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

8. You now must fill out the details from the supplied form on the cutting permit you are submitting. Since this is the first submission on the cutting permit and not an amendment,

ensure that the application purpose is 'New'. **Fill in** all the required information and **click** 'Next'.

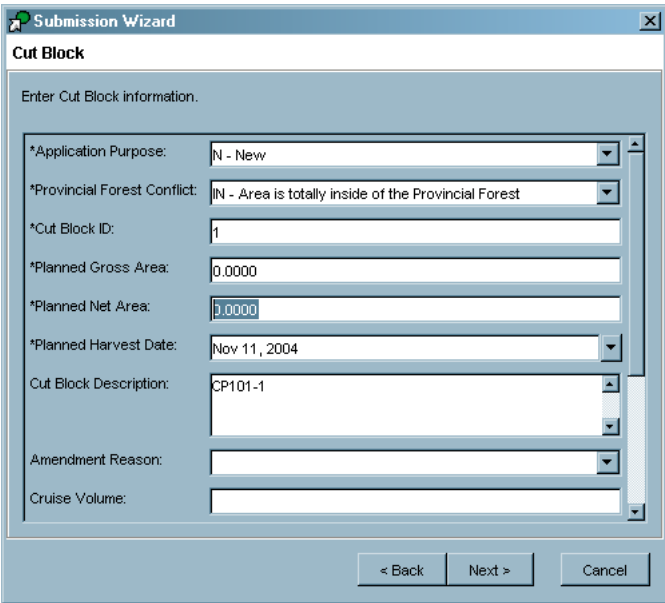


The screenshot shows a window titled "Submission Wizard" with a sub-header "Cutting Permit Application". Below the header is the instruction "Enter Cutting Permit Application information." The form contains several fields with dropdown menus:

- *Application Purpose: N - New
- *Application Description: ezLink Training New CP Practice Exercise
- *Geographic District: DOS - Okanagan Shuswap Forest District
- *Cascade Split: E - East
- *Provincial Forest Conflict: IN - Area is totally inside of the Provincial Forest
- *Marking Instrument: H - Hammer
- *Marking Method: S - Full, Standard Marking
- *Is Deciduous: No
- *Is Cruise Based: No

At the bottom of the form are three buttons: "< Back", "Next >", and "Cancel".

9. Now **fill in** information on the first cut block in your cutting permit. As this is a new cutting permit, the cut block should be set to 'New' as well. Use the cut block description to add any information that you may need to remember about the block for future reference. Once complete **click** 'Next'.

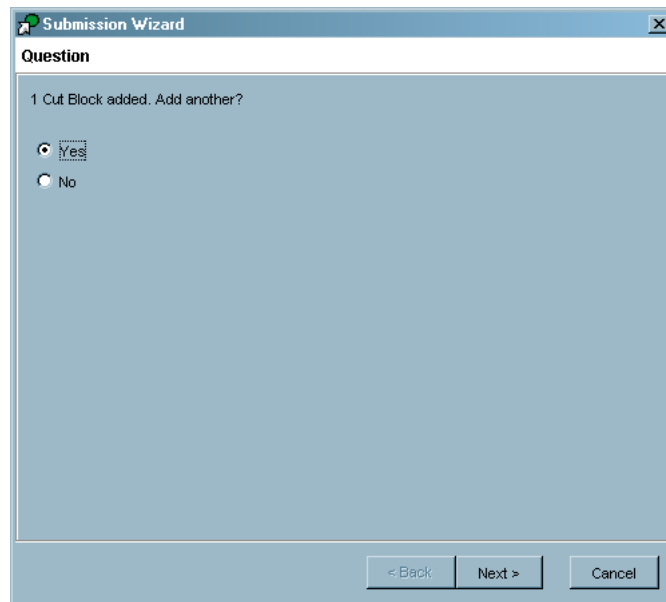


The screenshot shows a window titled "Submission Wizard" with a sub-header "Cut Block". Below the header is the instruction "Enter Cut Block information." The form contains several fields with dropdown menus and text boxes:

- *Application Purpose: N - New
- *Provincial Forest Conflict: IN - Area is totally inside of the Provincial Forest
- *Cut Block ID: 1
- *Planned Gross Area: 0.0000
- *Planned Net Area: 0.0000
- *Planned Harvest Date: Nov 11, 2004
- Cut Block Description: CP101-1
- Amendment Reason: (empty dropdown)
- Cruise Volume: (empty text box)

At the bottom of the form are three buttons: "< Back", "Next >", and "Cancel".

10. You are now offered an option to add additional blocks to your cutting permit. **Click** the 'yes' button and then **click** 'next' as we are going to have two cut blocks in this cutting permit.



Submission Wizard

Question

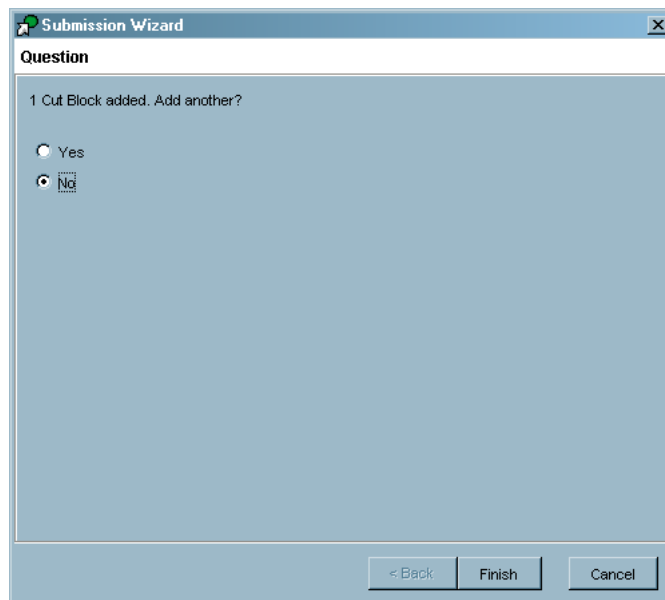
1 Cut Block added. Add another?

☒ Yes

☐ No

< Back Next > Cancel

7. **Add** the information from the Appendix form #1 for the second cut block and **click** 'next' when complete.
8. Once all cut block information has been added, when prompted to add another cut block **choose** 'no' and **click** 'finish'.



Submission Wizard

Question

1 Cut Block added. Add another?

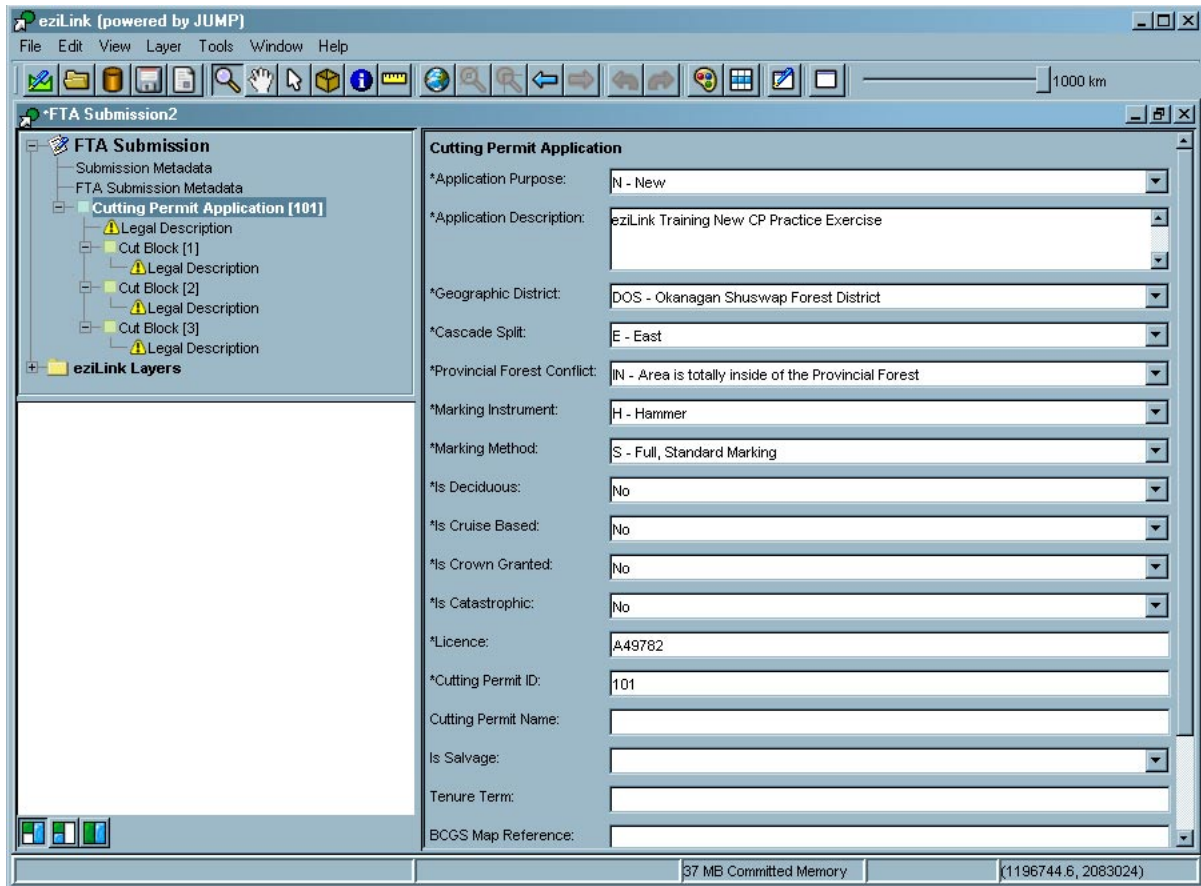
☐ Yes

☒ No

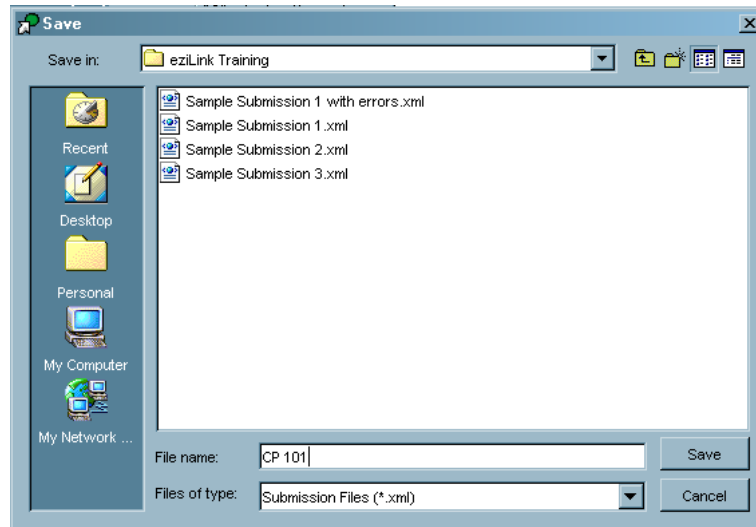
< Back Finish Cancel

9. You have now created a submission document. You will notice that the submission content window contains the information that you just entered.

10. **Click** on different components of the submission to see the attributes that you have entered. Also note that there is no spatial information. You also see the warning icon that information is missing from the legal descriptions.
11. **Navigate** to the legal descriptions and **fill in** the details from form #1.



12. **Save** the file in your student directory on the terminal server as <your name with no spaces> for use later in the exercises (ie.JoeForester.xml). To **save** the file, chose File->**Save As** or **click** the  (**save**) button on the toolbar.



Exercise 5 – Looking at the eziLink Files

1. Start Notepad.
Start ->Programs->Accessories->notepad.
2. Open the XML file that you just saved in your student directory on the terminal server.
 - a. **Choose** 'Open' from the File Menu
 - b. **Navigate** to the student directory
 - c. **Select** 'All Files' in the file type dropdown
 - d. **Select** the <your name>.xml
3. Open the .ezi file that you just saved to your student directory on the terminal server by **Choosing** 'Open' from the File Menu.
4. **Navigate** to the student directory.
5. **Select** 'all files' in the file type dropdown.
6. **Select** the <your name>.ezi.

You will note that when a file is saved, there are actually two files that are saved. One has the extension .xml, and the second has the extension .ezi. The XML file contains a properly formatted XML to the ministry schema that the submission is being created for. The .ezi file contains extra information about the file that you have created that does not get sent to the ministry such as error logs, creation dates and more.

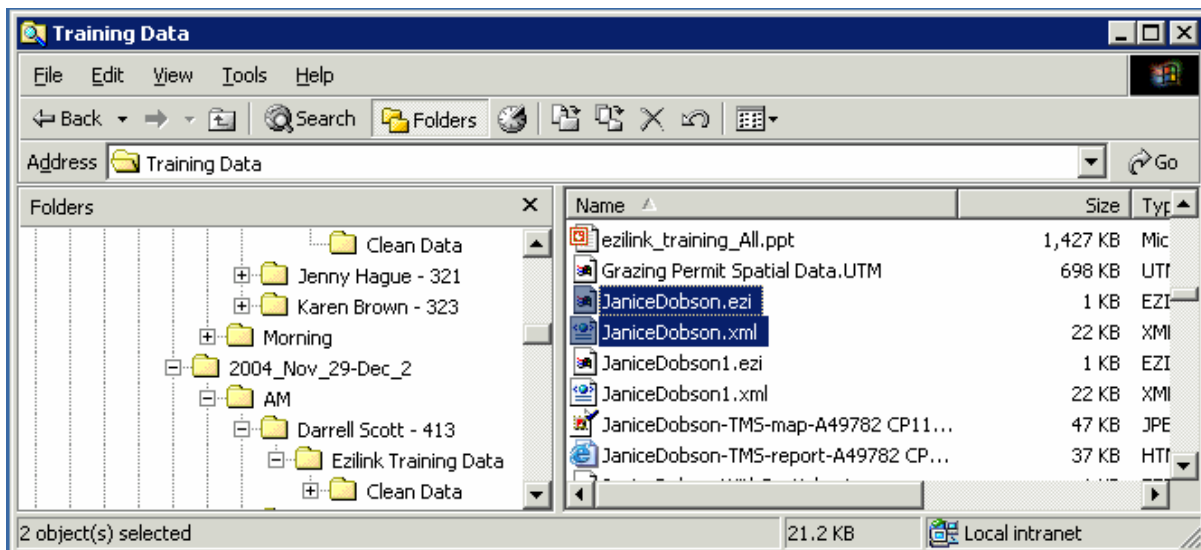


Figure 1. XML File

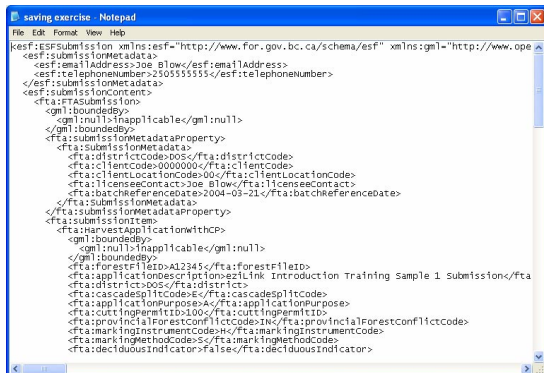
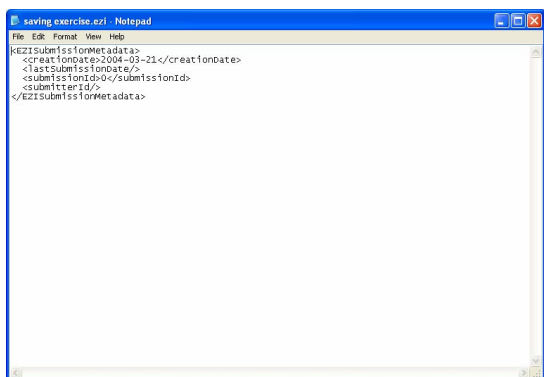


Figure 2. EZI File



Working With Spatial Data

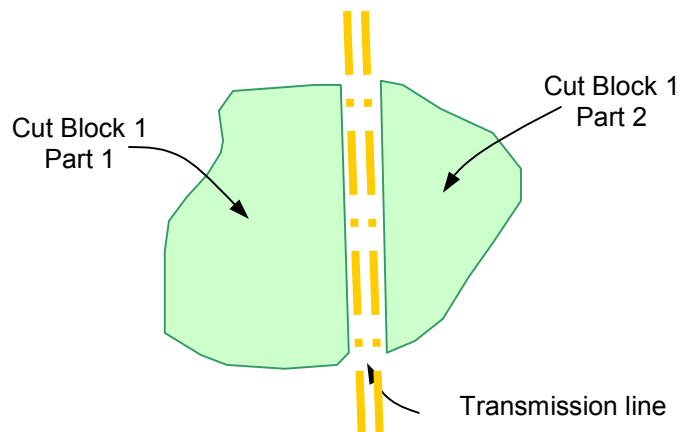
The power of **eziLink™** comes from its ability to deal with the spatial and attribute data seamlessly when creating a submission. **eziLink™** provides support for IGDS and Shapefile data (as well as a few more formats) and provides the tools necessary to prepare spatial data for submissions.

Spatial data is required for most submissions. Many common types of digital spatial data can be loaded into **eziLink™** and you can even create spatial data within **eziLink™** by adding line or polygons by heads up digitizing on the screen. Spatial data can be manipulated in **eziLink™**, but it is advisable to start with a 'clean' data set to minimize the amount of editing required. For example, for a cutting permit submission; the file would ideally contain block boundaries as polygons.

7. Properly Formatting Spatial Data in Submissions

One of the more difficult issues to deal with when preparing a submission document is complete knowledge of the spatial data and how it should be structured for the submission. Traditionally we are taught to think of spatial information in terms of polygons, lines and points. Polygons, lines, and points are still key to the structure of the spatial information, but for electronic submissions, these simple geometries must be extended to include multiple parts and internal holes.

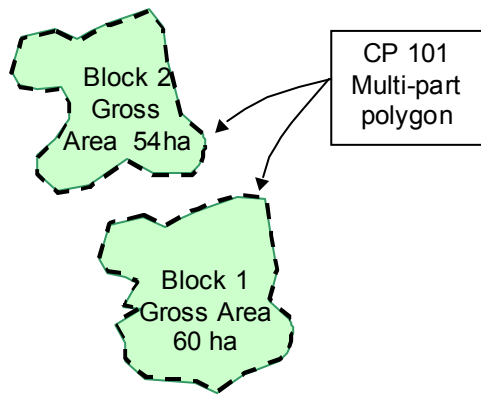
Multi-part geometry allows for a single feature (such as a cut block), represented by two spatially isolated polygons, to be represented in GML as a multi-part polygon. It is extremely important to use multi-part geometries when trying to represent a single feature when there are gaps between some of the feature parts. Multi-part polygons in GML **are not** the same in structure as utilizing two polygons to represent the same feature. Attributes are stored only once in a submission for a feature being represented by a multi-part geometry (i.e. a single cut block divided by a transmission line). Representing a feature with two polygons, such as one cut block described spatially by two polygons with duplicate attributes, within a submission file will cause your submission application to fail (see diagram below).



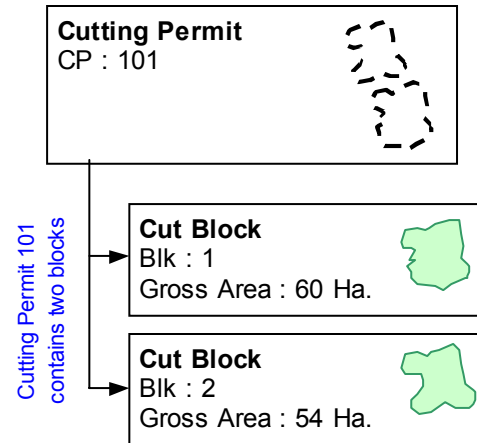
Single cut block (CP 101 Block 1) represented by a multi-part polygon.

For forest tenures and permits, a common usage of multi-part polygons will be in representing a cutting permit boundary where the cutting permit boundary is consistent with the cut block boundaries that are part of the submission. For the two cut blocks represented by single polygons, the cutting permit would be represented by a single multi-part polygon (see diagram below).

Submission Information Overview

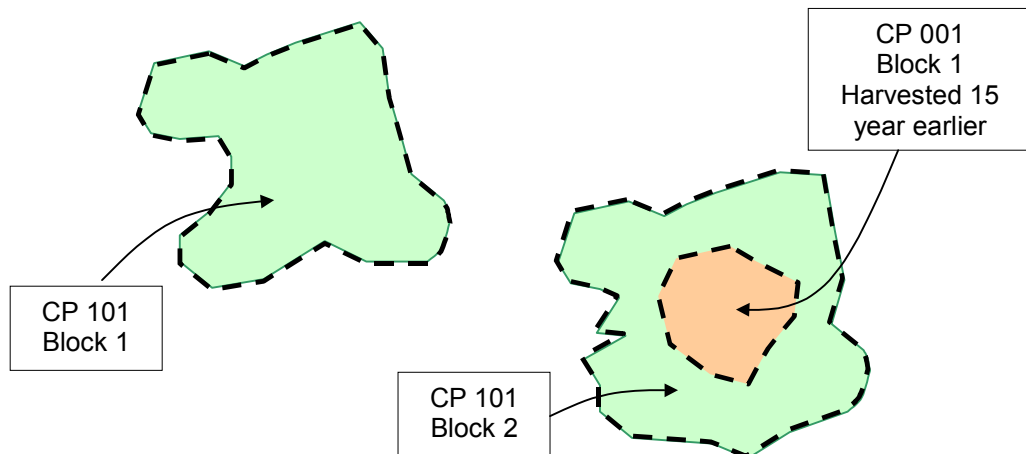


Submission Document Structure



The cutting permit boundary is a multi-part polygon that covers the same geographical area as its' component cut blocks. The cutting permit boundary must be represented as a multi-part polygon and not 2 separate polygons to be valid.

In cases where an internal hole within a polygon is required, such as a new cutting permit that completely surrounds a previously approved harvested area, the spatial data must utilize internal rings or polygons to encode the 'donut holes' in the spatial information (see diagram below). It is important to note that internal reserves are **not excluded** from the polygon boundaries of cut blocks and/or cutting permits. There is no requirement to submit spatial information about internal reserves with submissions.



The cutting permit and block boundary in CP 101, block 1 submission must include an internal donut hole in both the cutting permit and the cut block geometry. The area harvested 15 years earlier would not have any associated information.

When dealing with spatial projections, three general types are supported: Geographic (Latitude/Longitude), Universal Transverse Mercator (zone 7,8,9,10,11 in metres), and Albers Equal Area (BC Standards). When supplying e-submission documents, the project information must be defined for each spatial object. For information on encoding GML and examples for forest and

Tenure submissions, refer to the FTA Submission Guide or RESULTS Submission Guides available at <http://www.for.gov.bc.ca/his/esf/>.

Common Mistakes in Formatting Documents

There are some key things to be aware of when formatting submissions:

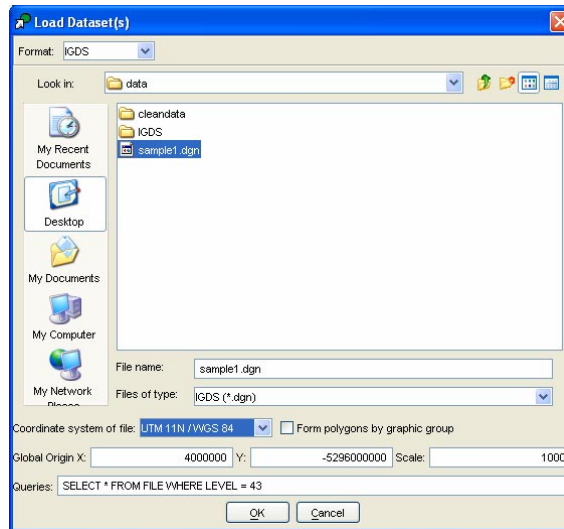
1. Do not think of the submission document as a database. The structures to the submission can be seen more as a document with structure and content much like a book with chapters, sections, and paragraphs rather than tables of information. The 'schema' defines the structure.
2. Do not overlook the importance of the spatial information within the submission. It is critical for a properly formatted document to include the properly formatted spatial information.
3. CAD systems do not create the spatial data structures required for e-submission. Data conversion routines must manipulate CAD to create the correct structure.

Optional attributes that have no information supplied within the submission should not have XML/GML tags.

Exercise 6 – Loading Spatial Data into a Submission

Spatial data is required for most submissions. Many common types of digital spatial data can be loaded into **eziLink™** and you can even create spatial data within **eziLink™** by adding line or polygons by heads up digitizing on the screen. Districts will be adding spatial data that is already clean and should not be editing data directly within eziLink. For example, for a cutting permit submission, the file would ideally contain block boundaries as polygons.

1. **Close** all open submissions.
2. **Open** the cutting permit submission that was created in exercise 4 that you saved in your student directory on the terminal server as <your name.xml>.
3. To add spatial data to your submission, **select** 'File' on the Menu bar, then **select** 'Load Dataset'. A file navigation window will open to allow you to **choose** the spatial data file you wish to load. From the dropdown box at the top, **select** the format of file you are using.
4. **Click** on File > Load Dataset(s). This will allow you to find the files you need.
5. A Load Window comes up. Do the following:
 - a. **Select** the IGDS format from the format drop down.
 - b. The Coordinate System of File drop down, **select** UTM Zone 11.
 - c. Use the default for the Global Origins.
 - d. In the Queries window you are able to specify what layer level the cut block information. **Enter** the following: **SELECT * FROM FILE WHERE LEVEL = 43**.
 - e. **Select** the Sample1.dgn from the training data folder in your student directory on the terminal server and **click** 'OK'. **eziLink™** will now display a working layer with the name of the file you loaded.
 - f. You will notice that warning and error messages came up when loading the spatial data. **Click** on the output window button on the toolbar to see the details on the messages. With IGDS, there are some datatypes that cannot be read. If you follow the rules for formatting good IGDS data these will be minimized.

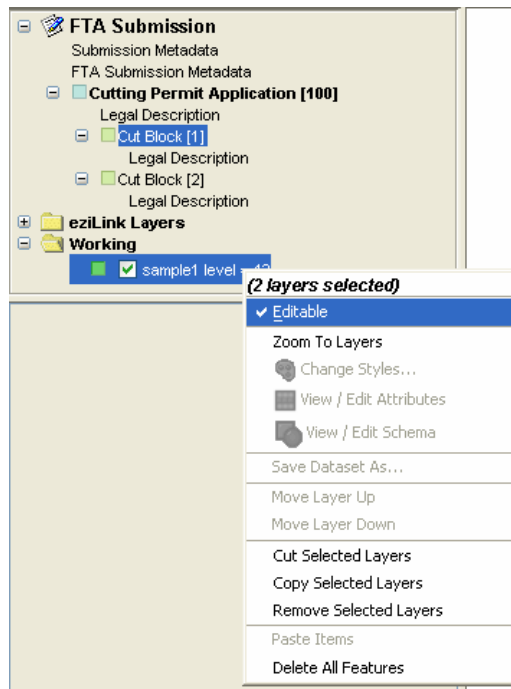


6. To display the spatial data in the spatial window, **right-click** on the new layer and **select** 'Zoom To Layer'. The spatial data you loaded should now be displayed.
7. Now try loading the shape file called 'Blocks_Union.shp' (the projection is BC Albers).

Exercise 7 - Adding Spatial Data to a Submission File

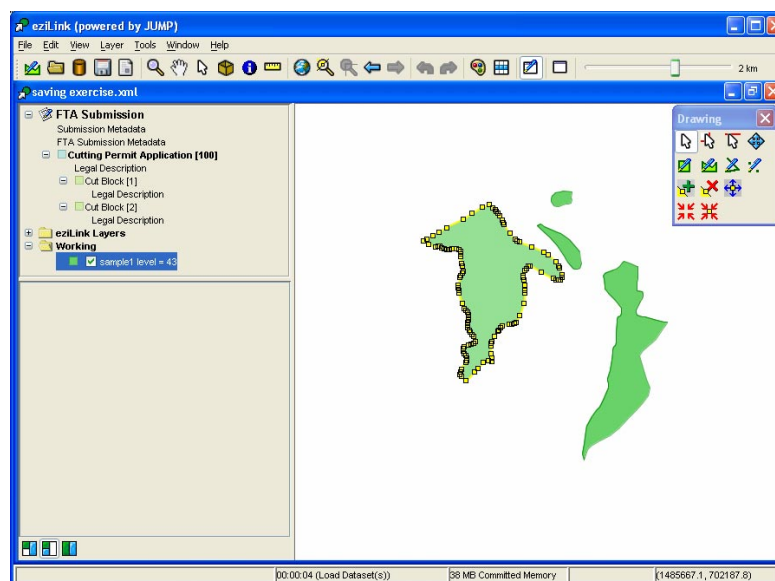
After spatial data has been loaded into a working layer it must be associated with the proper item in the submission window. This is as simple as **click**, copy and paste.

1. Turn off all of the **eziLink™** working layers by un-checking the visibility check boxes.
2. To enable you to edit the spatial data, **right-click** on the new layer (sample1 level = 43) and **click** on 'Editable'.



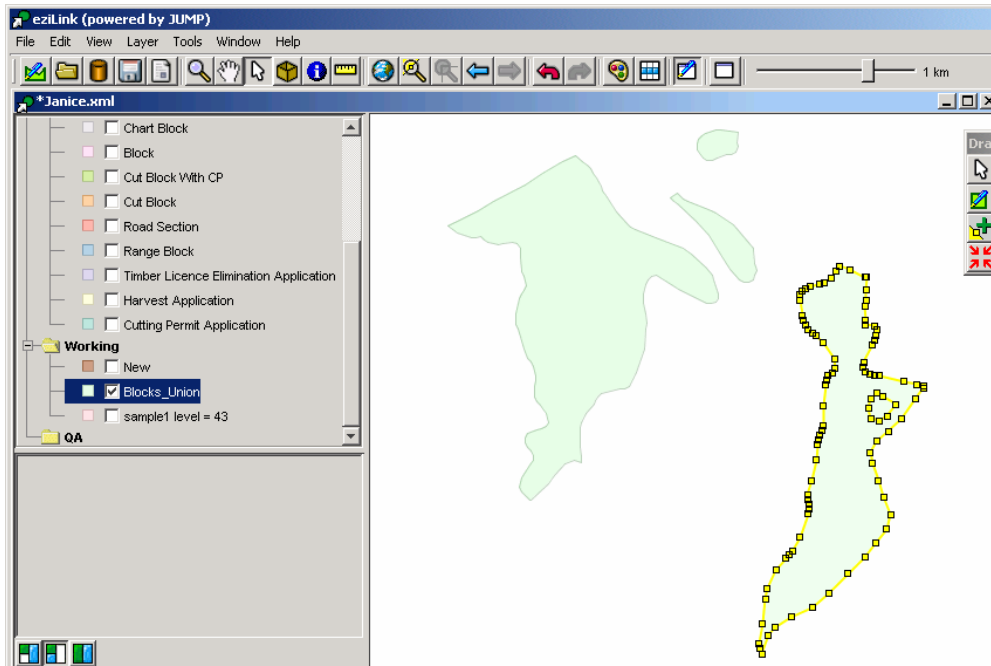
3. Before you edit spatial data, make sure that you are editing the correct layer. Highlighting a layer makes it the active layer. This is important so that you don't inadvertently change or delete data in the wrong layer.
4. To copy a spatial feature into a submission file item:

- a. Use the **select** tool  from the Drawing Toolbox or the toolbar to **select** the spatial feature or part identified in the diagram below by **clicking** on the feature in the spatial window.
- b. With the feature highlighted (e.g. cutblock 1), **right-click** and **select** 'Copy Selected Items'.



5. In the Submission Document Window:
 - a. **Highlight** the cut block 1 submission item.
 - b. **Right-click** and **select** 'Paste Geometry'.
 - c. **Click** on the cutblock in the Submission Document Window, the boundary of the cutblock will be highlighted briefly.
 - d. If you turn off all of the working layers and turn on the **eziLink™** layers, the new geometry appears.

6. To copy a spatial feature that has an internal reserve into a submission file item, it must first be 'unioned' to merge the reserve polygon with the block polygon to create a seamless geometry. Create a new working layer to do the Union.
 - a. **Right-click** on the Working Layer and **select** 'Add New Layer'.
 - b. **Highlight** the Blocks_Union working layer and use the **select** tool  from the Drawing Toolbox or the toolbar to **select** the two spatial features identified in the diagram below (cutblock 2 and the internal reserve) by **clicking** on the features in the spatial window.
 - c. With both features highlighted, **right-click** and **select** 'Copy Selected Items'.
 - d. **Right-click** on the 'New' layer and **select** 'Paste Items'. This will paste the two polygons into the new layer where they can be unioned.
 - e. **Turn off** the other working layers and **highlight** the 'New' working layer.
 - f. **Select** the same two polygons and **right-click** and **select** 'Union Selected Features'.
 - g. **Select** the same polygon that is now one seamless geometry and **right-click** and **select** 'Copy Selected Items'.



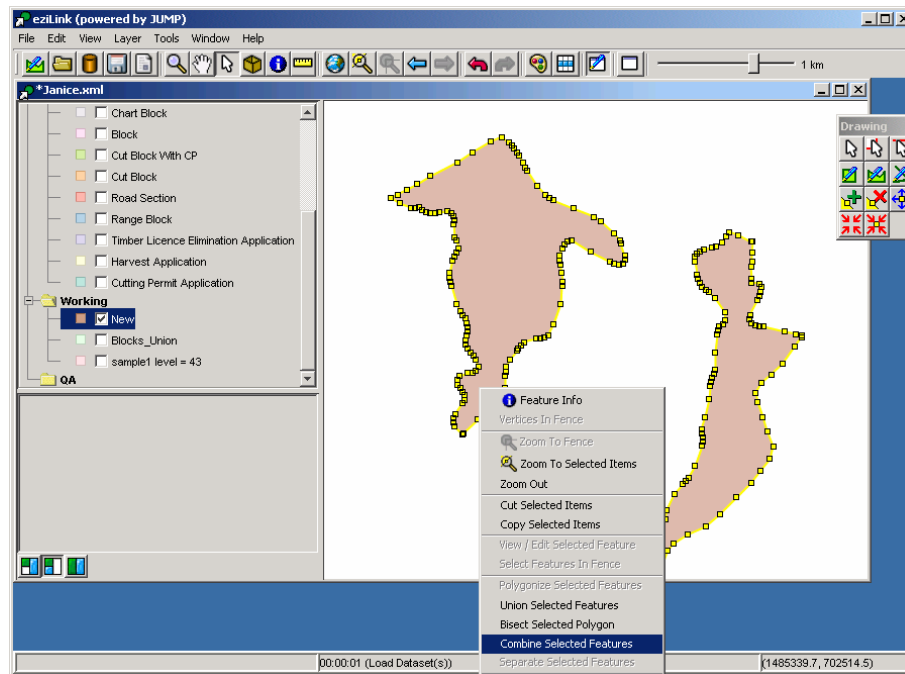
7. In the Submission Document Window:
 - a. **Highlight** the cut block 2 submission item.
 - b. **Right-click** and **select** 'Paste Geometry'.
 - c. **Click** on the cut block in the Submission Document Window, the seamless boundary of cut block 2 will be highlighted briefly.
8. Save the file as <yournameWithSpatial.xml> to your student directory on the terminal server.

If you turn off all of the working layers and turn on the **eziLink™** layers, the new geometry appears. The relevant layer for the cut blocks would be the Cut Block with CP layer and the relevant layer for the cutting permit would be the Cutting Permit Application layer

Exercise 8 – Working with Multi-part Geometries

To create a submission layer that has multiple parts (e.g., a cutting permit layer that is made up of multiple blocks), you need to first combine the features into a multipart geometry before pasting it into the submission layer.

1. **Turn off** all **eziLink™** Internal Layers and only have the working layer (sample 1 level = 43) turned on.
2. **Select** cut block 1 with the **Select** Features tool. **Right-click** and **select** 'Copy Selected Items'.
3. **Highlight** the 'New' working layer and **right-click** and **choose** 'Paste Items'. This will paste cutblock 1 into the 'New' working layer.
4. **Turn off** the working layer sample 1 level = 43 by unchecking the box beside it and turn on the 'New' working layer by checking the box beside it. You should now have both cut blocks in the 'New' working layer.
5. **Select** multiple features in the 'New' working layer by holding the shift key while clicking on the two cut blocks, one at a time or by dragging a box around both cut blocks with the Select Features tool using the cursor in the Mapping Window.
6. **Right-click** and **select** 'Combine Selected Features'. This will create the geometry for a multipart polygon of the selected features.

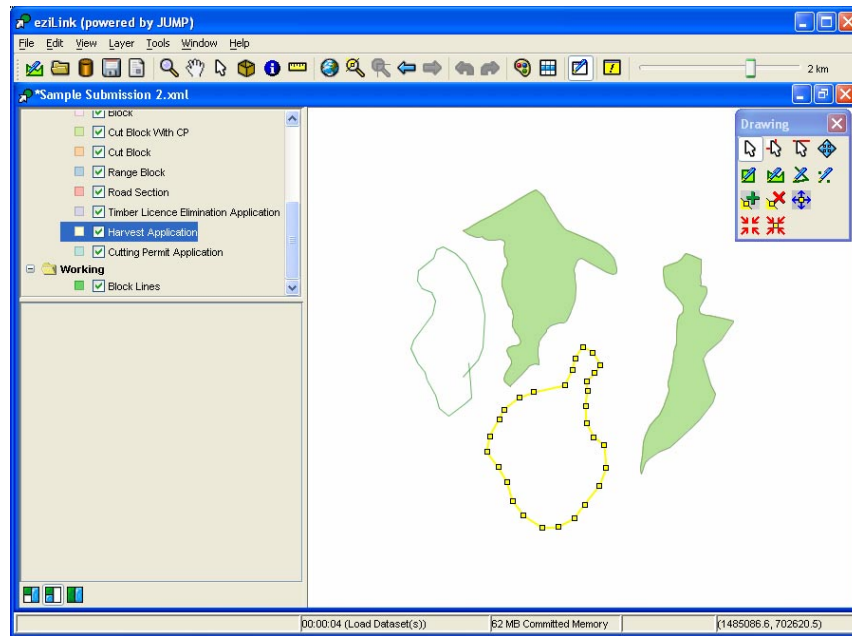


7. **Right-click** again and **select** 'Copy Selected Items'.
8. In the submission document window, **highlight** the cutting permit.
9. **Right-click** on the layer and **select** 'Paste Geometry'.
10. Turn on all the **eziLink™** working layers. The selected features should now be displayed in a different color, and when you **click** on the layer that you pasted them into, all of the features you added should be highlighted briefly.
11. **Save** the submission to the desktop.

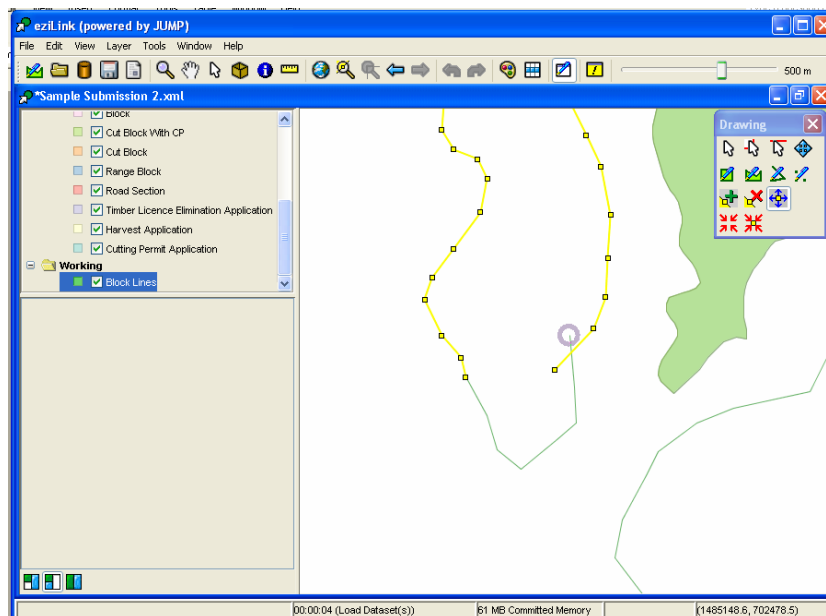
Exercise 9 – Creating Polygons from Linestrings

Many times you may load a file that only contains linestrings that are made to represent a polygon. EziLink provides simple tools to change a set of 'clean' linestrings where there are no gaps or overlaps between the lines into a polygon.

1. **Close** all open submissions.
2. **Open** 'Samplesubmission1_Fixed.xml'.
3. **Load** 'block lines.shp' from the training data directory.
4. Make sure the block lines are editable. To ensure the layer is editable, **right-click** on the layer in the submission content window and ensure that there is a check box next to 'editable'. If there is not, **select** 'editable' in the menu.
5. **Select** all the lines that make up the boundary of the polygon for the lines polygon selected below.



6. Under the edit menu **select** polygonize the selected items. The shape should now be filled in.
7. Now try to **select** and polygonize the other line in the Block Lines layer.
8. A warning comes up. **Click** the  in the toolbar. A message box comes up and tells you there are dangles. Dangles are created when the ends of the lines don't match up.
9. **Zoom** to the area of the dangles.
10. **Select** the  vertex move tool from the drawing toolbox and drag the end of one line on top of the other until they snap together.

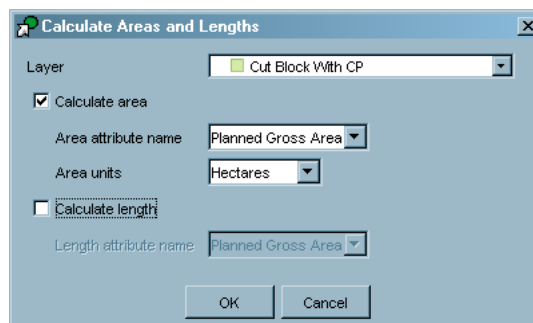


11. Now **select** the lines again and polygonize. The polygon should now appear if you have done everything correctly.
12. **Close** the submission without saving the file.

Exercise 10 – Calculating Area from the Geometry

One of the common issues for getting FTA submissions accepted ensuring the net area less than the gross area as calculated from the geometry. Remember that the gross area will vary slightly between projections and is compared to four decimal places of precision. It is always good to check this before submitting.

1. **Reopen** 'SampleSubmission1_Fixed.xml'. Note the value for the gross area for each of the cutblocks in the submission.
2. **Select** the cutting permit component in the submission content window. *(If you have a particular cutblock highlighted and attempt to calculate areas for the entire block layer, no value will be stored in the block that is highlighted).*
3. From the tools menu **select** 'Calculate Areas and Lengths'. This will open a dialog box that gives you parameters for calculating areas and lengths for the geometry.



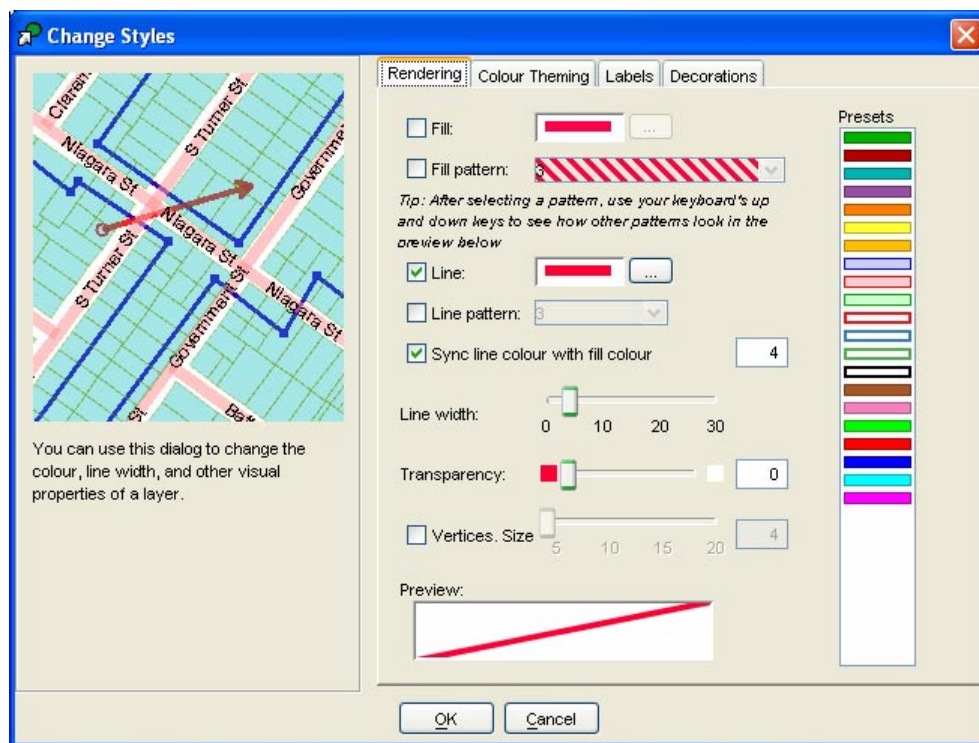
4. In the layer drop down menu, **choose** the 'Cut Block with CP' layer. This is the layer that you will calculate the area based on the geometry.
5. **Ensure** that the 'Calculate area' check box is selected and that the 'calculate length' check box is not selected.
6. **Choose** the 'Planned Gross Area' from the area attribute name. This is the field that the area will be stored. It is important to note that the values will be overwritten in values have been typed in previously.
7. In the 'Area units' **select** hectares to have the data calculated in the appropriate units.
8. **Click** 'Okay'
9. **Look** at the new value in the gross area. Notice the area is calculated to four decimal place precision. Once you have reviewed the cut blocks, **close** the submission without saving.
10. **Open** the <yournameWithSpatial.xml> file that you have been working on. Calculate the area as above into the 'Planned Gross Area' attribute field.
11. Compare the 'Planned Net Area' with the 'Planned Gross Area' for each block. Notice that the gross area and the net area are the same for block 1. This will cause the submission to be rejected after it is uploaded. Change the 'Planned Net Area' to 15.0550, so that it is less than the gross by at least the fourth decimal place.

Cartographic Operations

The XML/GML files for submission do not contain any information on formatting (colour, style, etc.) and each time you open **eziLink™** the formatting is already specified. **eziLink™** does provide basic formatting capabilities so that you can change the look of you spatial data and **save** it for future use.

Exercise 11 - Changing Colours

1. **Close** all submissions.
2. **Open** Sample Submission 3.xml.
3. **Select** the cutting permit in the submission window.
4. **Right-click** and **select**  change styles.
5. A 'Change Style' dialog will appear. **Change** the settings under the Rendering tab to the following using red as your colour and **click** on okay.



6. **Click** okay. Note that the cutting permit boundaries now show up as red lines in the spatial window.

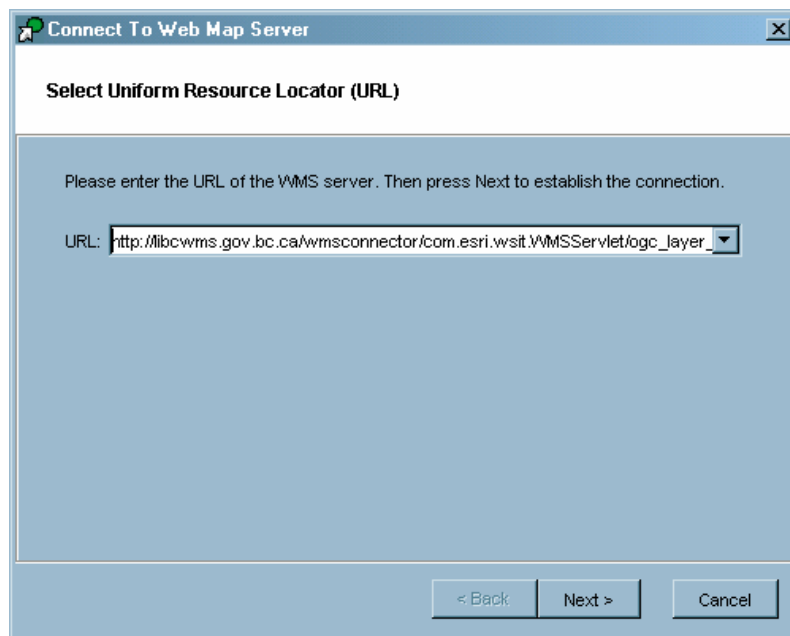
8. Using and Working with WMS layers

eziLink™ supports accessing spatial layers through web based service providers through a specification call a Web Map Service (WMS). The information is published on the internet and can be accessed from within **eziLink™**. The BC Government publishes mapping information this way for the maps.gov.bc.ca websites. It is important to note that the availability of the WMS layers is dependent not only on eziLink but also the group publishing the data as WMS layers. The servers may not always be available.

Exercise 12 – Adding WMS Layers for Spatial Referencing

1. **Ensure** that your latest submission is open.
2. **Highlight** the working category in the submission window.
3. Under the 'layers' menu, **select** add WMS Query.
4. In the address bar, **type**

http://libcwms.gov.bc.ca/wmsconnector/com.esri.wsit.WMSServlet/ogc_layer_service



Connect To Web Map Server

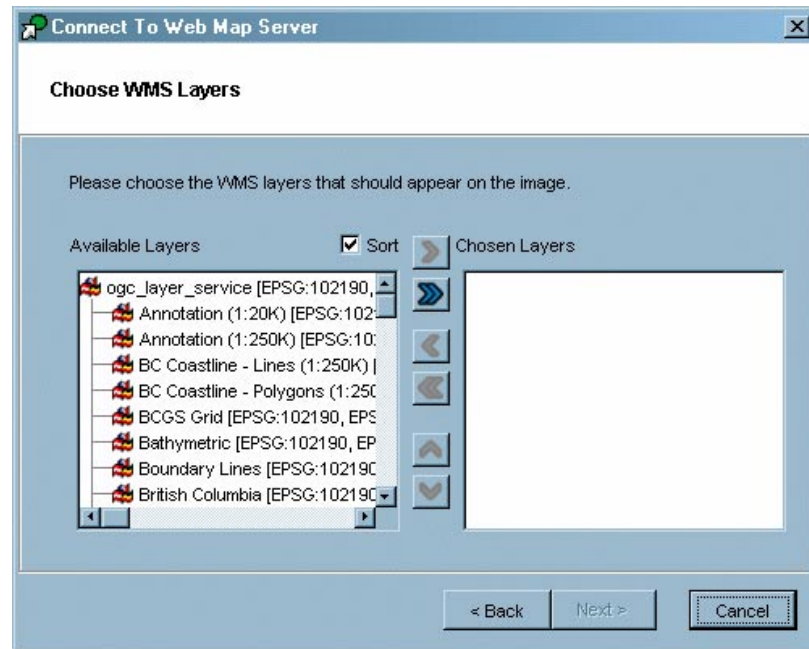
Select Uniform Resource Locator (URL)

Please enter the URL of the WMS server. Then press Next to establish the connection.

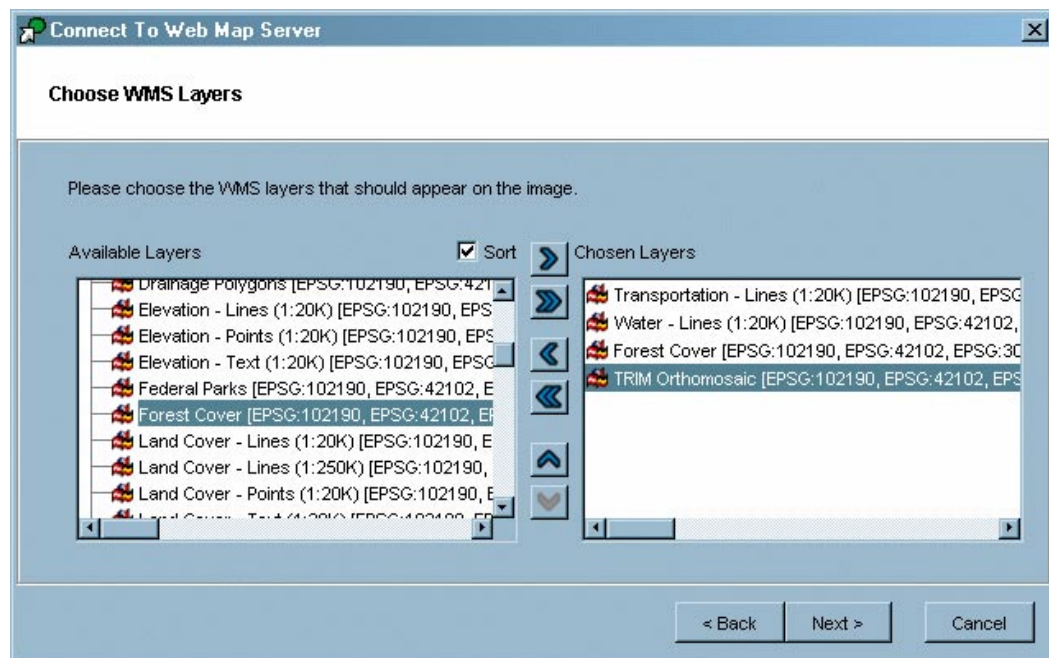
URL:

< Back Next > Cancel

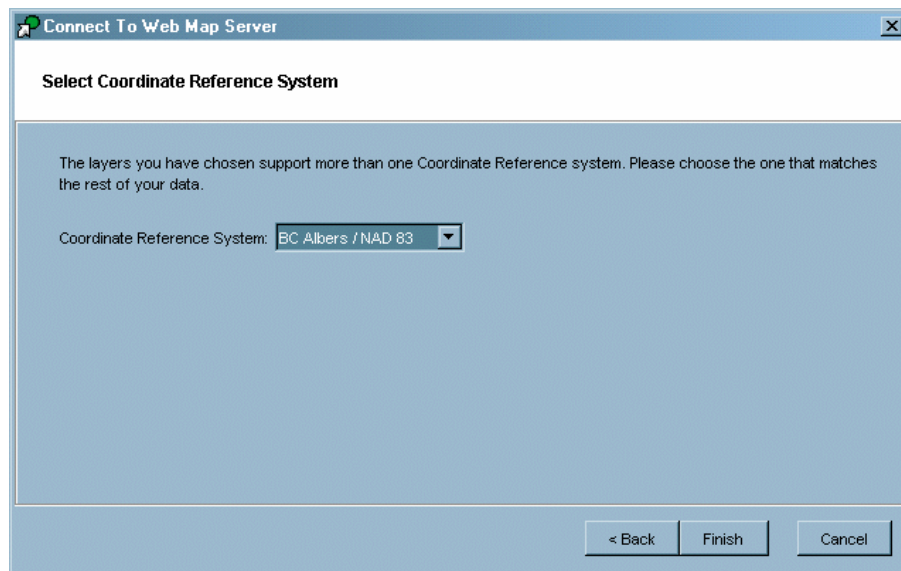
5. **Click** next to open the following form:



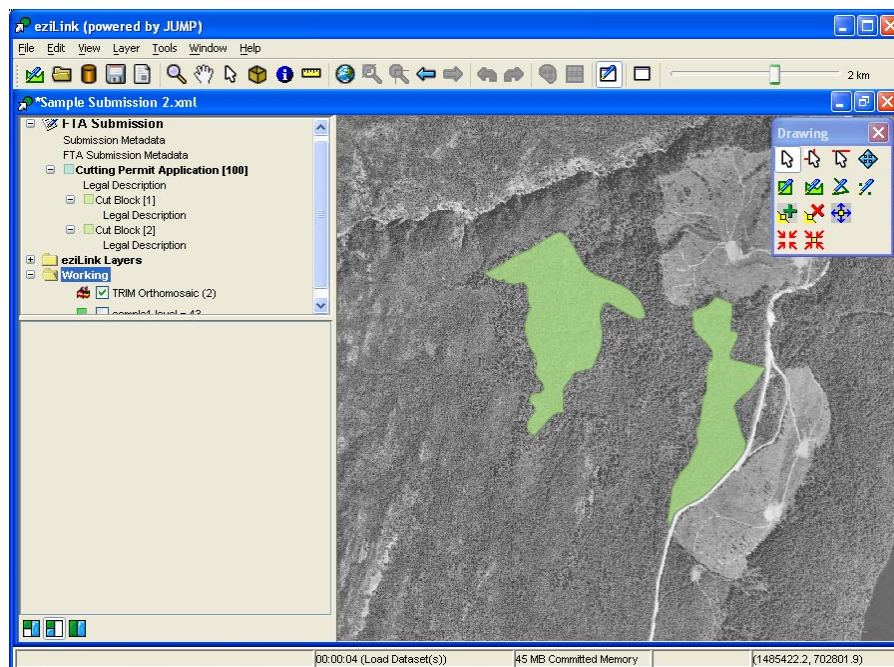
6. **Find** 'Transportation – Lines (1:20K)' from the available layers list.
7. After the item is highlighted, **click** the 'add layer' button.
8. **Find** 'Water – Lines (1:20K)' from the available layers list.
9. After the item is highlighted, **click** the 'add layer' button.
10. Repeat for the 'Forest cover' and 'TRIM Orthomosaic' layers



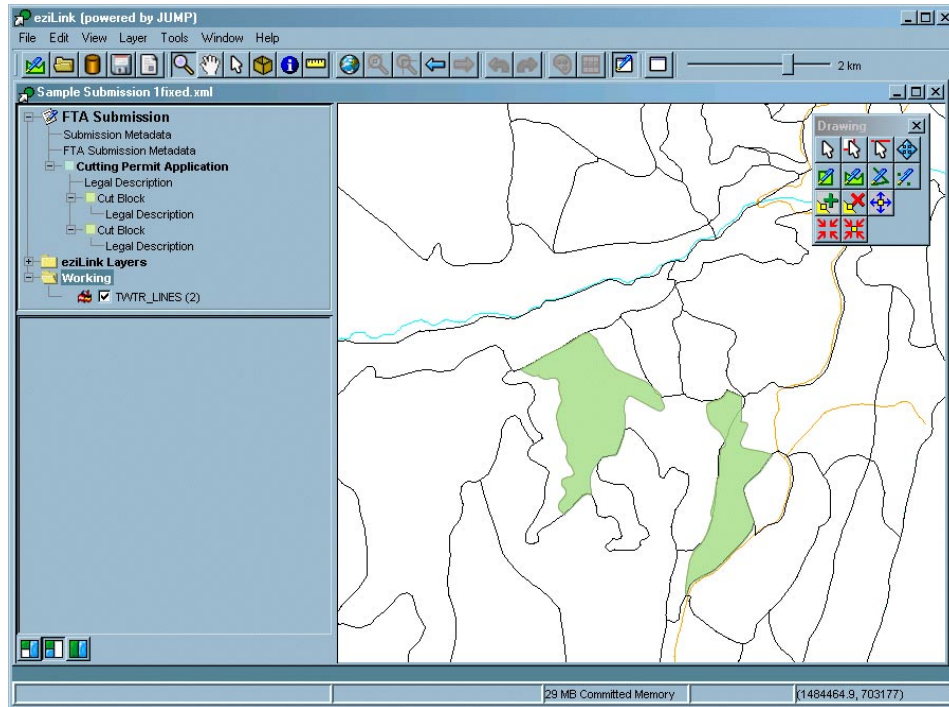
11. **Click** next.
12. **Select** 'BC Albers' from the list of available projections



13. **Click** finish.
14. A layer should appear with a timer in the working layers. After a few seconds the reference layers that were selected should show up with your submission items otop.



Note that it is possible that one or more of the layers may be unavailable on the WMS server for the region of the submission. For instance, you may not see the 'TRIM Orthomosaic' layer if there is no data available and the image would only show the available layers as in the following diagram.

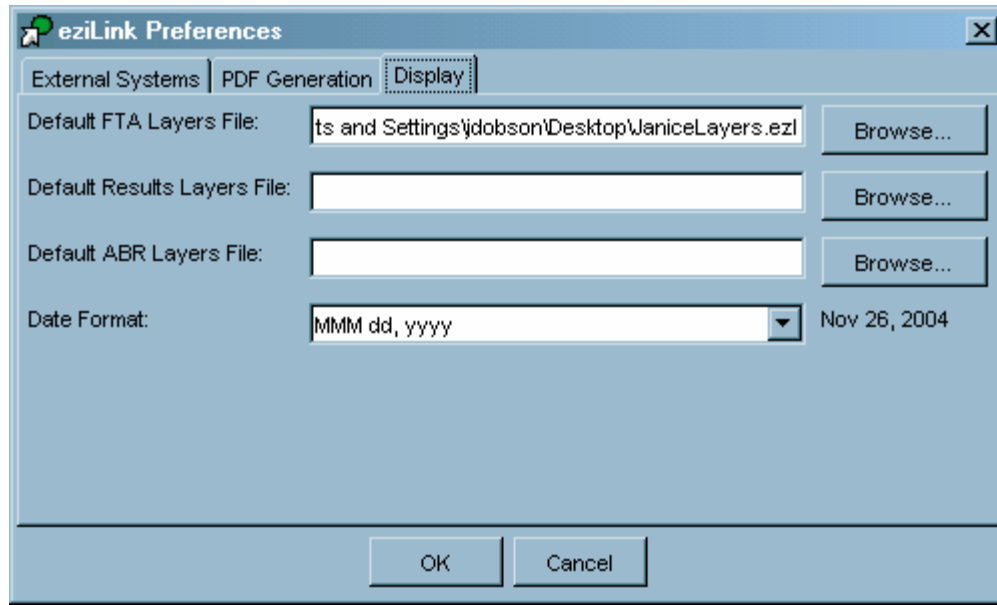


Exercise 13 – Saving Layer Formatting

1. **Select** 'Save Layer As...' under the layer menu. You will be saving the formatting that you have set up in Exercise 11 with the WMS layer that you added in Exercise 12.
2. **Provide** a name for the file and **save** it on the desktop.
3. **Close** the submission.
4. **Open** the submission again and note that the formatting has returned to its original version.
5. **Select** Load Layers... under the layer menu.
6. **Select** the file that you saved and **select** open. The formatting that you saved has now re-appeared.
7. Now **create** a new layer file with your own formatting for roads, cut blocks and cutting permits. Include at least one WMS layer as well as these will be saved to the layer file. Be sure to try the other tabs for formatting your data.

Exercise 14 – Making Formatting Permanent

1. Under tools menu **select** eziLink preferences.
2. Notice there are three tabs in the eziLink preferences window. **Click** on the 'Display' tab to open the form where you will load your saved layer file.
3. Beside the first textbox for the 'Default FTA Layers File' **click** on the 'Browse' button.



4. **Select** the layer file that you created in the previous exercise. The path and filename will now appear in the textbox to indicate it is loaded and will now override the default ezilink formatting. (**NOTE:** This is also where the default formatting layer files would be overridden for RESULTS and ABR formatting as well. The Date format that appears in all attribute windows can be set from here as well).
5. **Close** and **reopen** your latest submission. Now the formatting will appear each time you create a new FTA submission.

To return to the original default FTA Layers formatting, just **delete** the path to the saved layer file in the eziLink preferences so that the field is blank and **click** on 'OK'.

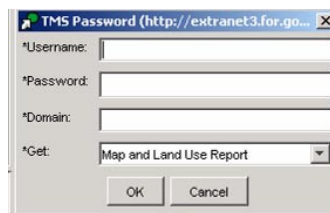
E-submission Utilities and Services

eziLink has a variety of tools that are specific to ESF submissions and the e-submission process. These include:

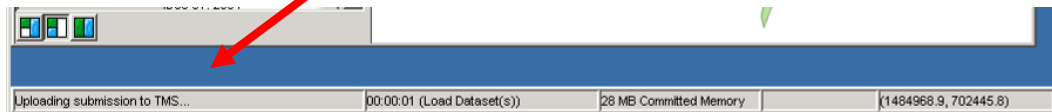
- Generate Land Use Report and Map from TMS
- Generate PDF Report of the Submission
- Upload of Submission to the ESF
- Query of Submission Status from the ESF
- Management of Submission Details

Exercise 15 - Create a TMS and a PDF Report

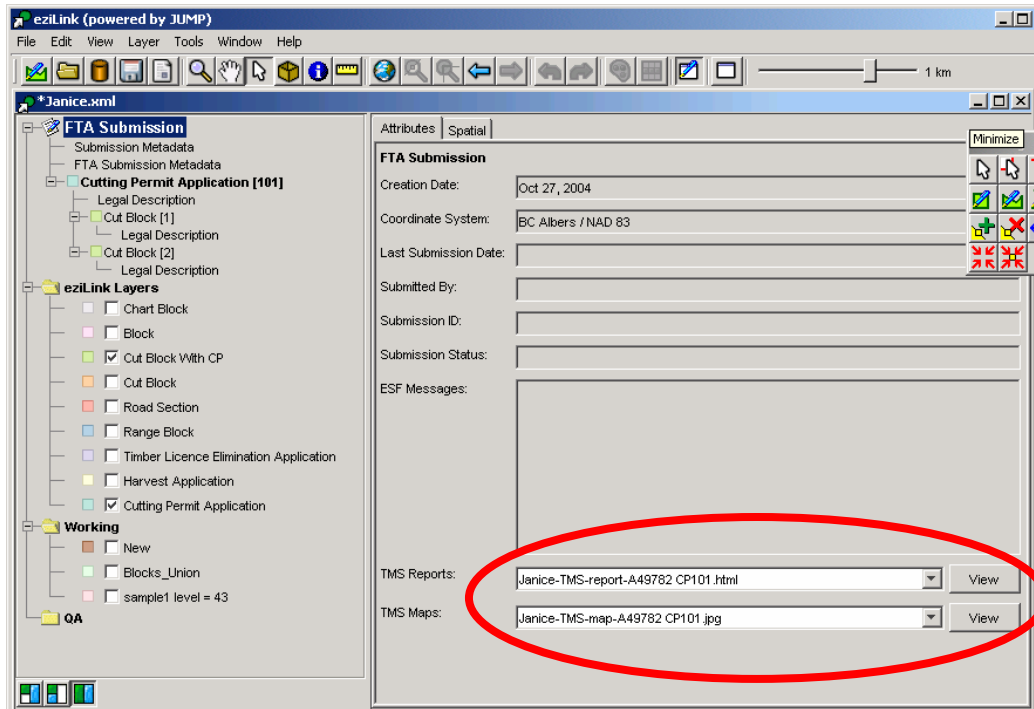
eziLink™ allows you to access the Tenure Mapping Service (TMS) website and get a Land Use Report and a map of previously submitted permits and conflicts by simply selecting 'Get TMS report' under the file menu. A login window will appear which requires the user to enter their Username, password and Domain. If you are using an IDIR id the domain would be 'IDIR'. The *Get textbox allows the user to choose both a map and a Land Use Report or one or the other.



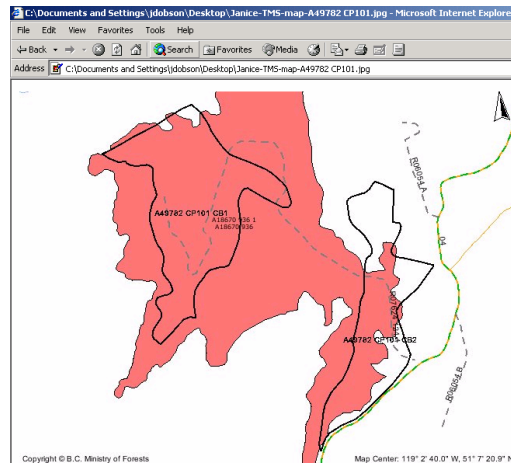
1. **Open** the 'SampleSubmission1_Fixed.xml' submission from the student training directory if it is not already open.
2. **Select** 'Get TMS report' under the file menu.
3. **Enter** your IDIR id as the Username, your password and the domain (IDIR).
4. **Choose** Map and Land Use Report from the '*Get' list by **clicking** on the arrow beside the textbox and **choosing** from the list. **Click** on the OK button. Notice the status bar in the bottom left corner of the eziLink window. This will allow the user to monitor the status as the TMS reports are being generated.



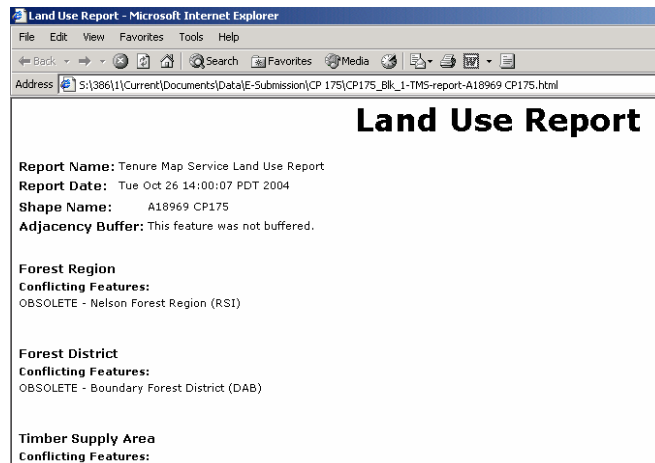
Wait a few minutes as eziLink™ accesses the TMS website. This can sometimes take too long and the request will be aborted. This usually indicates a problem with the TMS server. You can try again at another time. When the reports are generated, they will open in separate windows. You can close these maps and reports as eziLink will store them in the same directory as the submission is saved to and at the click of a button you can reopen the Land Use report or map at any time.



5. **Highlight** the FTA Submission item in the submission window.
6. **Click** on the button 'View' beside the TMS Maps textbox at the bottom of the attribute window. You will see the TMS map that was saved from the website.

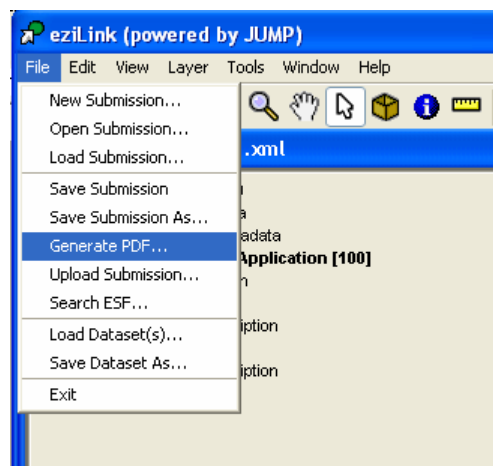


7. **Click** on the button 'View' beside the TMS Reports textbox in the attribute window. You will see the TMS Land Use Report that was automatically saved from the website.



eziLink™ also allows you to create a hardcopy report of the submission. It is very simple to create.

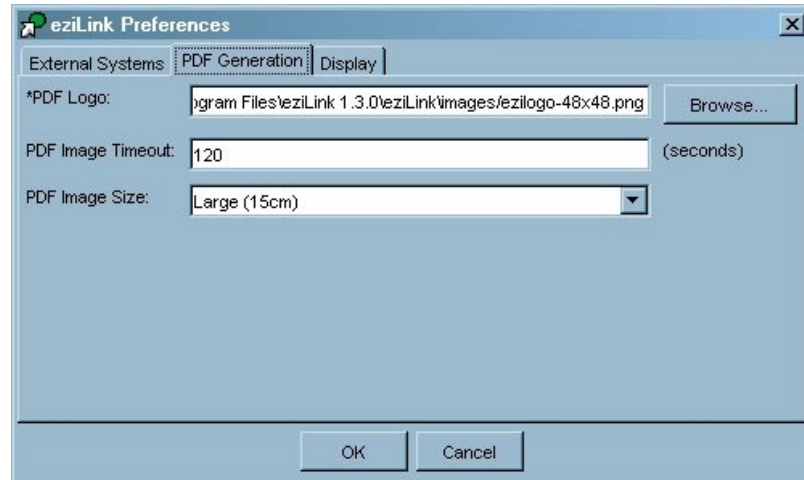
Select 'Generate PDF' under the file menu or **click** the  icon on the toolbar. The PDF document can be saved, e-mailed or printed. To generate a PDF document, the submission must have been saved.



5. **Open** the 'SampleSubmission1_Fixed.xml' submission from the training directory if it is not already open.
6. **Select** 'Generate PDF' under the file menu or **click** the  icon. (**NOTE:** if you receive an error indicating the path is wrong, open Adobe Acrobat independent of ezilink to set the default path on the terminal server and then try this step again)
7. **Wait** a few seconds as eziLink™ generates the PDF.

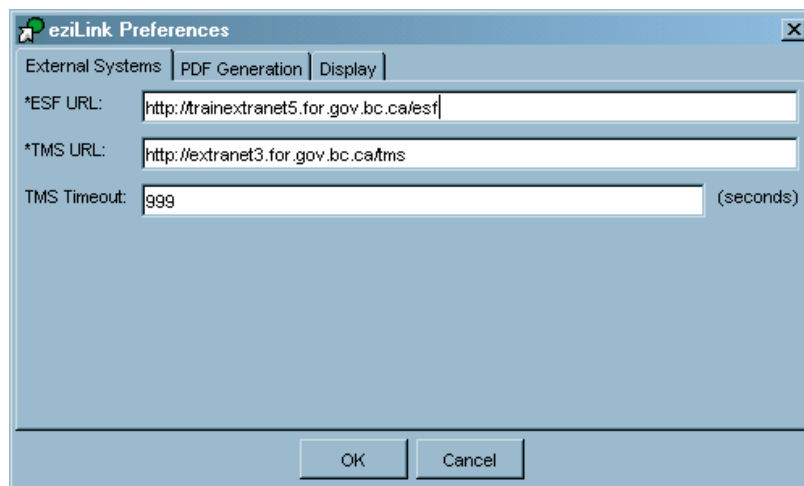
Notice the size of the spatial display window and the logos on the top of the PDF document. These can be changed in the 'eziLink preferences' form that is accessed from the 'Tools' menu. Open the tab for 'PDF Generation' to see the formatting options. To change the left-hand logo,

click on the 'Browse' button beside the '*PDF Logo' textbox and browse to the new logo file that has been saved as an image file to replace the default path and filename. This new logo will now be displayed on the PDF documents. To return to the eziLink default logo, just browse to E:\sw_nt\ezilink\images\ezilogo-48x48.png on the terminal server or copy/note the path before you change the logo so that you can browse and paste it back in. You can also change the size of the spatial image and the timeout factor (in seconds) for the generation of the PDF.



Exercise 16 - Uploading and Checking Submissions

Open the 'Ezilink preferences' window under the 'Tools' menu and ensure the ESF website is set to the training server: <http://trainextranet5.for.gov.bc.ca/esf> for the purposes of the training.

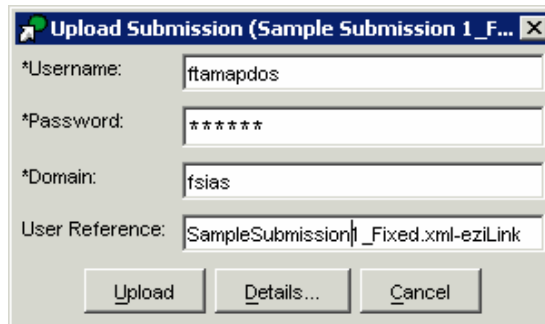


eziLink™ provides all the capabilities to upload files directly to the ministry as well as check on the status of submissions. The process of submitting requires an IDIR (government user id) and password. To upload a submission, select upload submission under the file menu. You will be prompted for a user name and password and domain. For this exercise use the following:

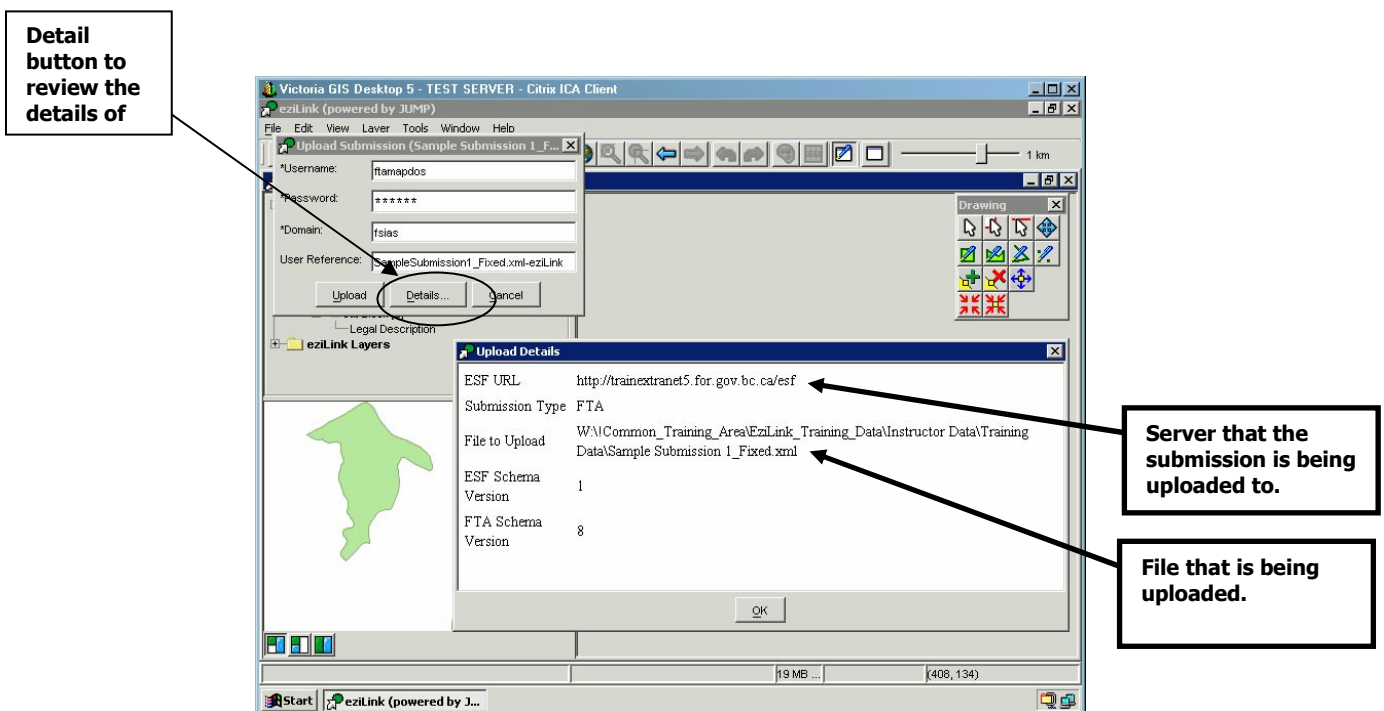
UserID – ftamapdos

Password – ftafta

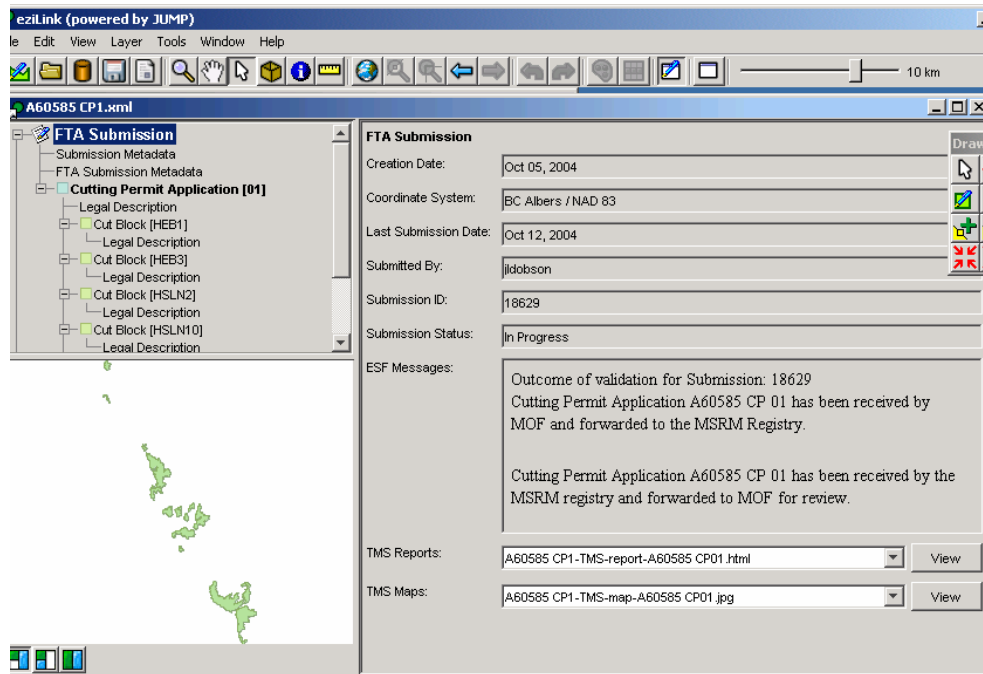
Domain – fsias



1. **Select** 'Upload Submission' under the file menu.
2. **Click** on the 'Details' button to review the details of the version of the schema, the server that the submission is being made and other related details.



3. **Click** 'Upload'. Again, monitor the status of the upload in the bottom left hand corner of the status bar. If this is blank almost immediately, the website may be down.
4. After a few seconds, the status bar should indicate the upload was successful and show a submission id.
5. **Highlight** the 'FTA Submission' component from the submission content window. Right now the ESF message is blank and the status is 'Submitted'.
6. **Select** 'Get ESF Submission Status...' from the file menu and **enter** your user information. Note, for this to work, you must have uploaded the submission to the ESF from within ezilink and the submission must have a submission ID.
7. **Click** on the FTA Submission item in the submission window and the attribute page will display the submission ID, status and ESF messages as in the example below.



Ezilink also will check the status of previous submissions:

1. **Select** 'Search ESF' under the file menu.

The screenshot shows the 'ezilink (powered by JUMP)' application window. On the left is a search form with fields for Username, Password, Domain, Search By, Submission Type, Status, From Date, To Date, User Reference, and Submission ID. Below these fields are 'Search Submissions' and 'Get Status Details' buttons. On the right is a table with 5 items found, showing Submission ID, Status, Type, Submission Date, and User Reference. Red boxes and arrows highlight the 'Search Submissions' button and the 'Get Status Details' button, with instructions on how to use them.

Submission ID	Status	Type	Submission Date	User Reference
2724	In Progress	Harvest Application	2004-11-25 13:08:46	JaniceDobsonWith...
2710	Rejected	Harvest Application	2004-11-24 10:52:42	JaniceDobsonWith...
2709	Rejected	Harvest Application	2004-11-24 10:23:12	JaniceDobsonWith...
2704	In Progress	Harvest Application	2004-11-24 09:39:51	JaniceDobsonWith...
2703	Rejected	Harvest Application	2004-11-24 08:25:10	JaniceDobsonWith...

2. **Enter** your search criteria and **click on** the button 'Search Submissions' under the filters on the left-hand side of the form.
3. To get details on the status, **select** the submission of interest from the list and **click** the 'Get Status Details' button on the left-hand side at the bottom of the filter criteria.

The screenshot shows the 'Submission Status Details' dialog box. It contains the following text:

Outcome of validation for Submission: 2724
Cutting Permit Application A72117 CP 199 has been received by MOF and forwarded to the MSRM Registry.

Cutting Permit Application A72117 CP 199 has been received by the MSRM registry and forwarded to MOF for review.

OK

4. **Close** the window.

Quality Assurance and Troubleshooting

9. Key Steps for Quality Assurance

1. Ensure all minimum requirements are completed
 - Ensure that there are no warning flags in the submission content window
2. Validate Layers that will be submitted
 - Validate the Spatial topology and content using the 'Validate Selected Layers'
 - Include checks for basic topology, consecutive points, minimum segment lengths, minimum angles, minimum area and appropriate geometry types for the submission.
3. Visually inspect against WMS or other reference Layers
 - Looking for data not in correct location
 - Alternately, generate a TMS report and ensure that the submission overlaps the correct TSA
4. Review attributes
 - Ensure that attributes make sense for the type of submission being made
 - Ensure that amendment reasons and correct license information are included in a component is being amended
 - Check that the gross area is greater than or equal to the net area where required in a submission component

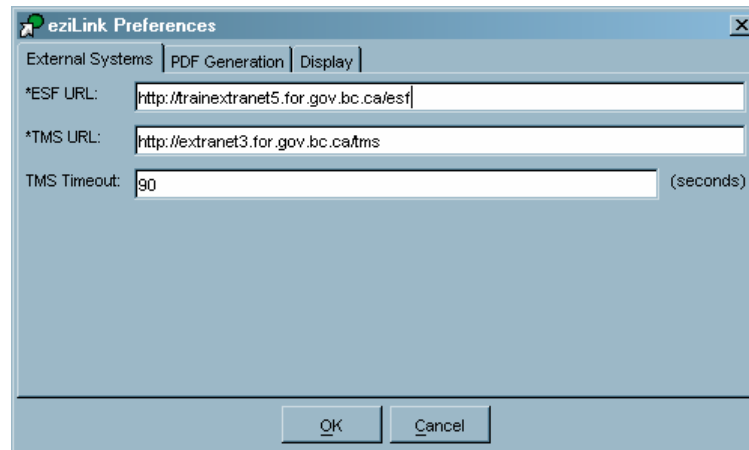
10. Common Submission Failures and Resolution

1. 'Net area is greater than Gross Area'
 - Occurs in submission components where a net area is required
 - Caused by the net area specified in submission being greater than the area of the feature as defined by the geometry of the feature (not the area specified in the gross area).
 - To correct, use the internal eziLink function calculate the area in to the Gross area of the submission and adjust the net area to be the same or less than calculated area. This must be corrected to four decimal places as ESF checks based on four decimals of precision.
2. 'Self Intersection'
 - Occur in the components requiring spatial component, typically where a multi-part geometry is present.
 - Caused when geometry shares a common boundary with itself. Such as adjacent blocks that share a common boundary that share a border self-intersect.
 - To correct, remove the geometry from the submission, check for non-seamless features or duplicate features used for the offending submission component. Once corrected reload the data into eziLink and copy into the submission.

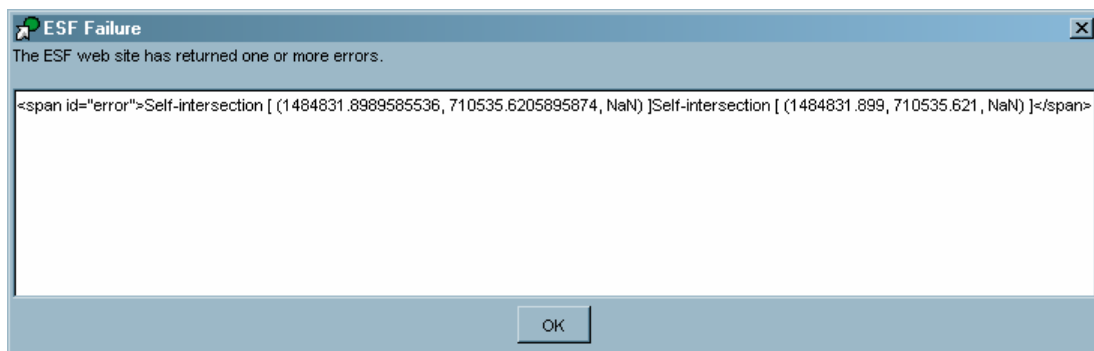
Exercise 17 – Troubleshooting Common Issues

In this exercise the participants will perform a series of submissions to the training ESF server and address use eziLink to make changes to the submission using eziLink to correct the problems identified through the rejections from the ESF.

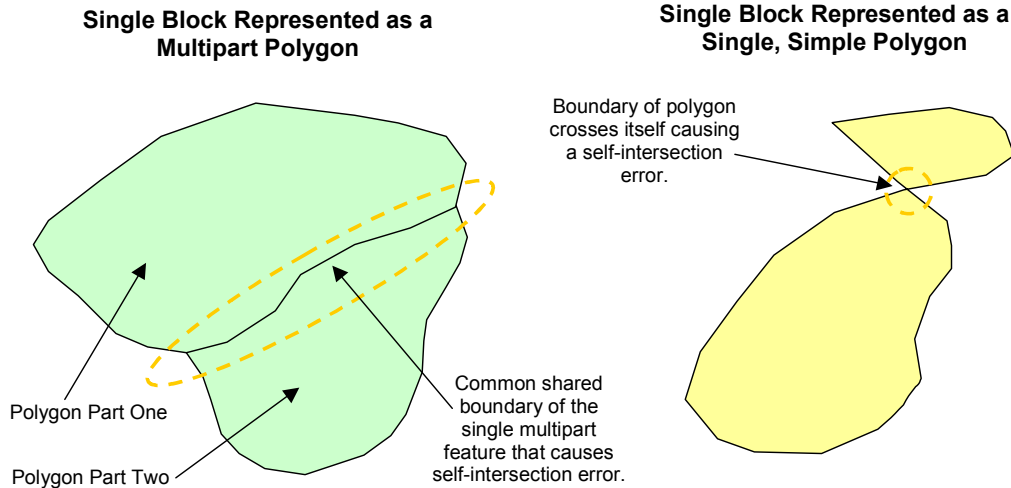
1. **Ensure** that eziLink will upload to the Training ESF server. To verify this, ensure the ESF URL in the eziLink Preferences says <http://trainextranet5.for.gov.bc.ca/esf>. The eziLink preferences can be found under the tools menu in eziLink.



2. **Open** the 'Sample Submission 5.xml' from the training data directory. This file contains issues that are not due to the structure of the document, rather the content of the submission.
3. Be sure to add the cut permit ID to the submission supplied to you by your instructor and **save** the submission to your desktop.
4. **Upload** the submission to the training server.
5. Very soon after attempting to upload the submission you will get a submission failure notification from the ESF regarding a self-intersection error.



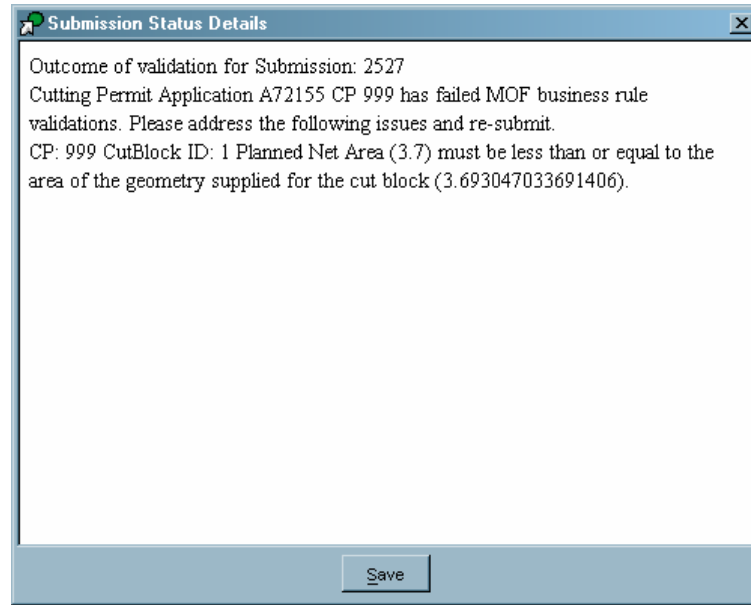
This error is caused when a feature such as cut block is not seamless and has two parts that share a common edge or a single part that crosses overtop of itself (see diagram below).



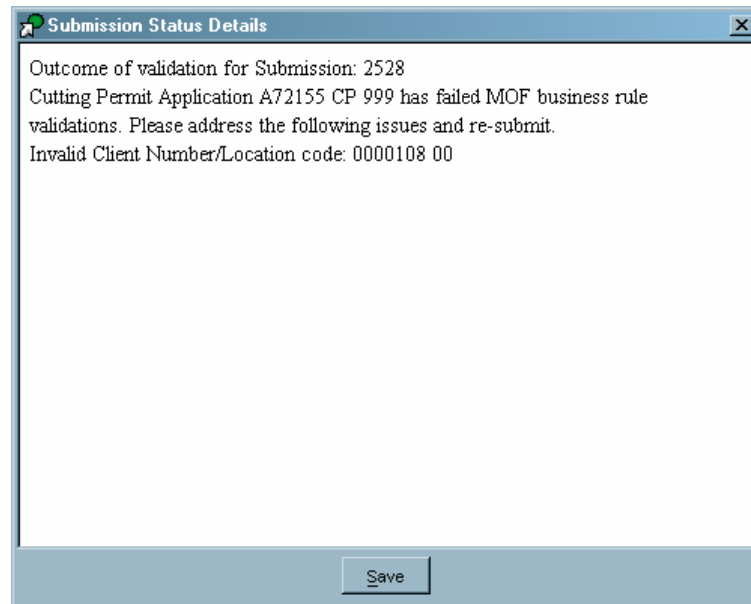
6. **Turn off** all the Internal eziLink Layers except for the **Cut Blocks with CP** and **select** and zoom to cut block 2 in the submission. Notice that it consists of a single multipart polygon that has two parts that share a common boundary. This will need to be fixed.
7. To fix this issue, **copy** the cut block with the problem to a new temporary working layer, **separate** the feature and union to two parts together to create a single, simple polygon. Your block should look like the one below (note that there is no share boundary between the two parts of the polygon).



8. **Copy** the corrected block back into the submission as cut block 2, **save** the file and resubmit to the ESF.
9. You will note that the upload occurs successfully and the ESF returns a submission id. Wait about 30 seconds and then check the status of the submission from within eziLink.
10. You should receive a message from the ESF that has rejected the submission because the gross area of the geometry is less than the net area specified in the submission for cut block 1.



11. **Navigate** to cut block 1 in the submission and **change** the net area of the cut block to 3.69 hectares. **Save** the submission and upload it again to the Training ESF site.
12. Again you will receive a rejection notice that the submission failed due to an incorrect client code. The client code has been entered incorrectly. **Change** the client code to be 00001086, **save** the submission and **upload** it one more time to the training ESF server.

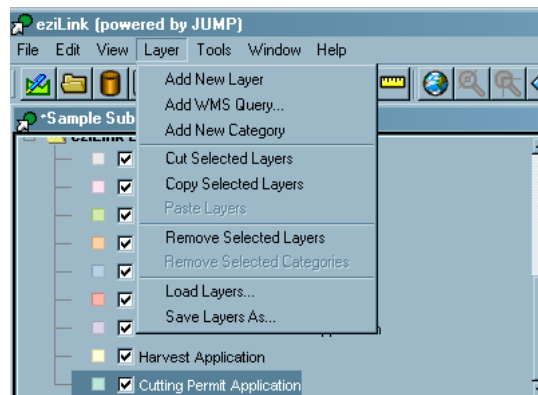


13. **Check** the status of this latest submission. You should now see that the submission has been a successful and been forwarded to MSRM.

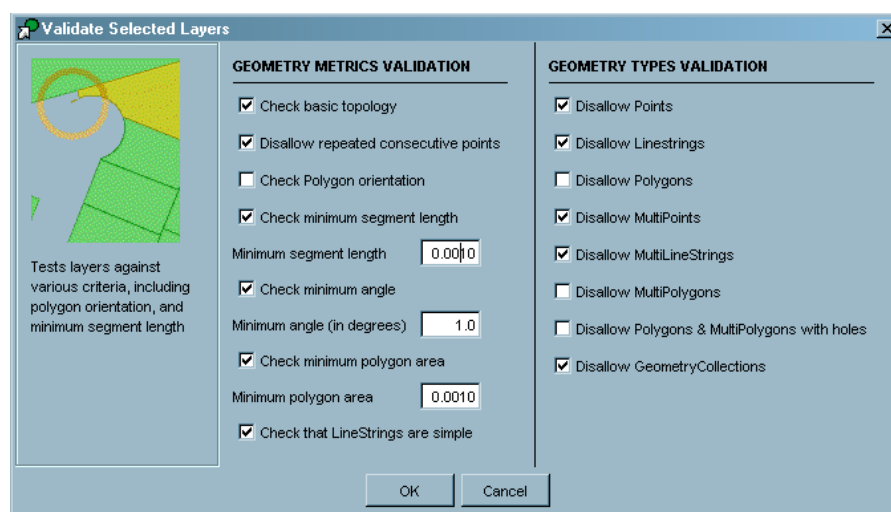
Exercise 18 – Q/A a Submission Document

In this exercise the participants will perform a Q/A process on a submission document and identify and correct any issues in the submission. Note each of the errors that you identify and compare with the list at the end of this exercise.

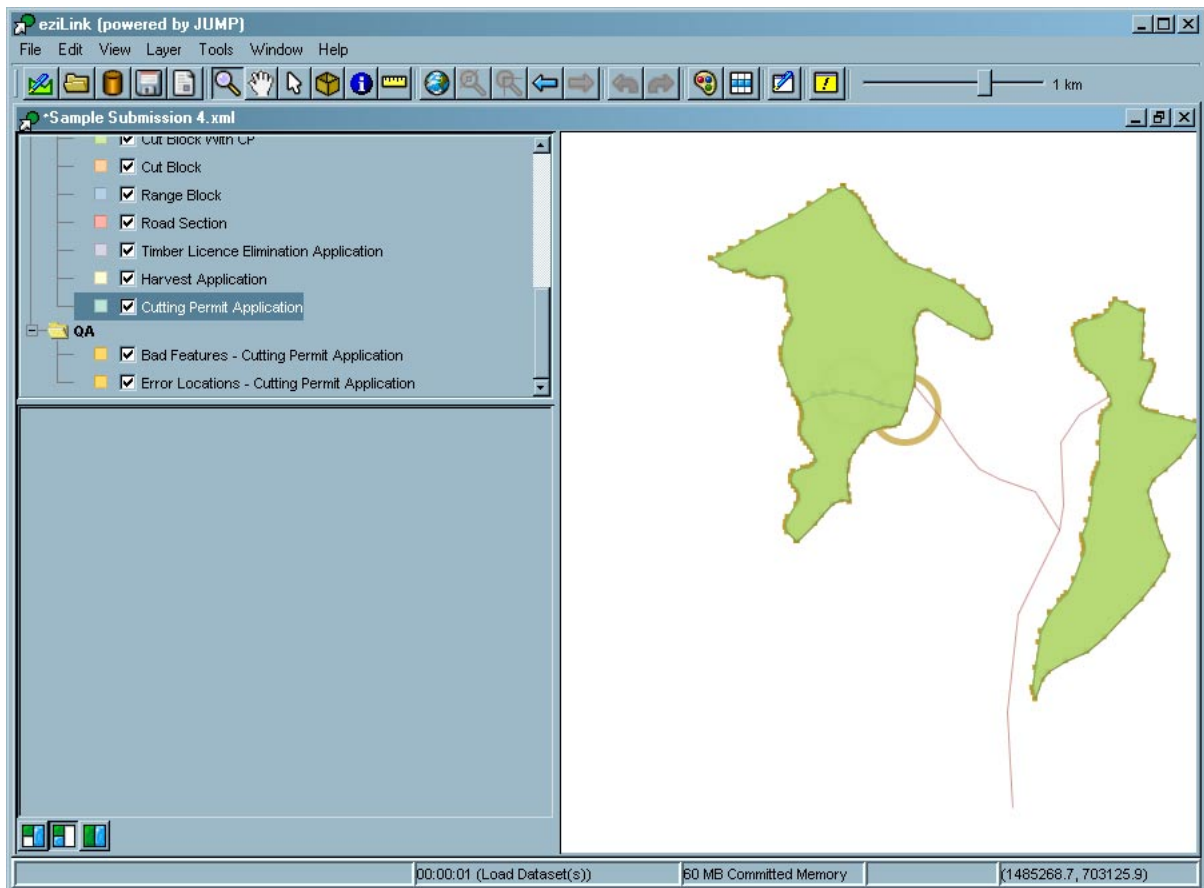
14. **Close** all open submissions
15. **Open** the 'Sample Submission 4.xml' from the training data directory.
16. **Review** the submission for any missing minimum requirements by looking for the warning icon  in the submission tree. **Determine** what is missing and put in an appropriate value (the exact value doesn't matter only the identification of the problem).
17. Now **check** the validity of the spatial data. This process will need to be run twice, once for the cutting permit components and once for the cutblocks. In the submission content window **select** the 'Cutting Permit Application' in the eziLink layers.



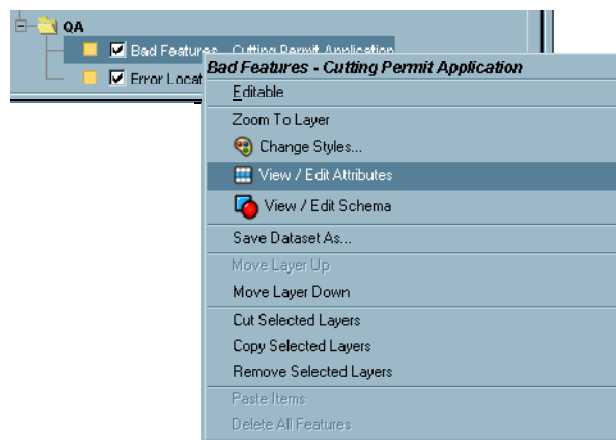
18. **Select** 'Validate selected layers' from the tools menu. Set the parameters for the validation as is in the screenshot below. **Click** on okay when complete. eziLink will perform the validation on the geometry.

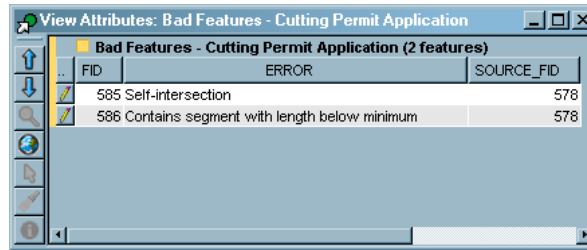


19. The completion of the validation will identify errors. eziLink will create two layers in the 'QA' category – 'bad features' and 'error locations'. The first layer, 'bad features', shows the features that have errors. The second layer identifies the exact location of the errors.



20. To find out the exact errors, **open** the attributes for the 'Bad Features' layer by **right-clicking** on the layer to bring up the dialog box and **select** the view/edit attributes. This will open an attribute table that identifies the exact error.





21. To **select** the feature with the errors on the map, **click** on the row in the attribute table of interest and **click** on the '**select**' icon on the left hand side of the window. Note that the feature is selected in the map window.
22. **Open** the attributes for the 'error locations' layer and review each of the errors.
23. **Check** the areas of the submission to make sure that the net area of the blocks is less than or equal to the area of the geometry by using the 'calculate areas and lengths' in the 'tools' menu.
24. Finally, **review** the submission and evaluate that everything is in order with the submission with regards to the content of the submission. Once you are complete, **review** the issues you identified with the known issues below.

Issues with the submission:

- Cutblock 1 is missing the planned harvest date
- Road section 12 is missing a legal description
- Road section 13 is missing a legal description
- The Cutting Permit has a self intersecting error when the layer is validated
- The net area on cutblock 1 is greater than the gross area of the geometry
- Cutblock 2 is being amended, but it does not have an amendment reason specified

FTA Example Exercises

In this section, participants will practice creating and working with different types of submissions. If these exercises cannot be completed during the training session, participants are encouraged to complete them at a later date.

The practice exercises consist of the following:

- Cutting Permit (Amendment)
- Road Permit (New and Amendment)
- License to cut (New)
- Range Tenure (New)

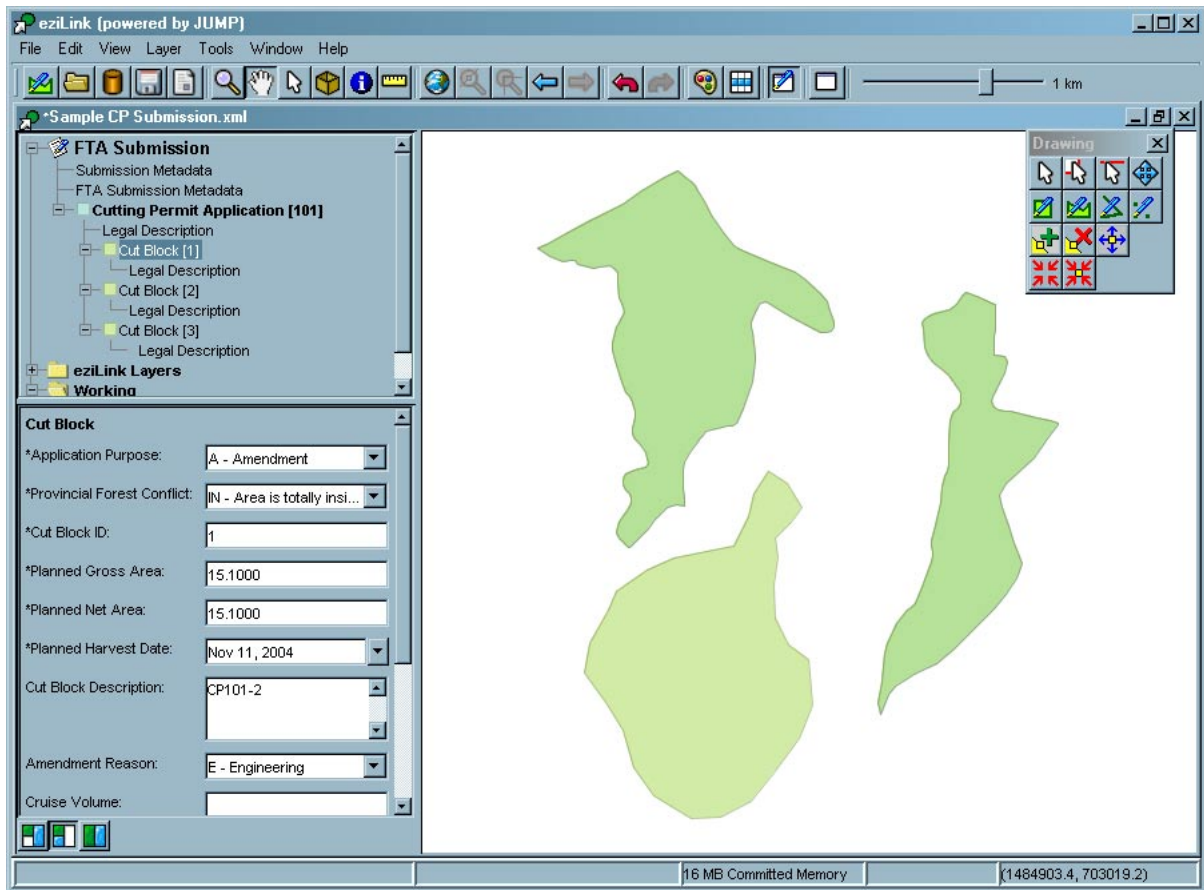
Before each section is a brief overview of the submission and any key points on creating the correct submission. The appendix has hardcopy forms with the information required for submission. All spatial data identified in the exercises is available as part of the training data package.

Exercise 19 – Cutting Permit Amendments

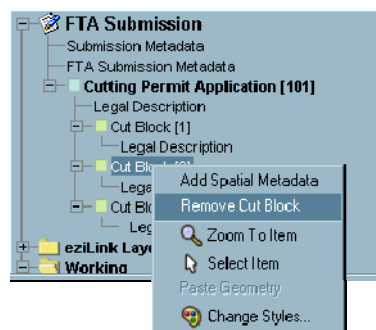
This exercise will allow you to create a new submission that will amend your previous submission to add a new block to the cutting permit. This is also the opportunity to practice some of the skills you have already learnt. This exercise utilizes the Cutting Permit Amendment form from the appendix.

Key points on CP Amendments:

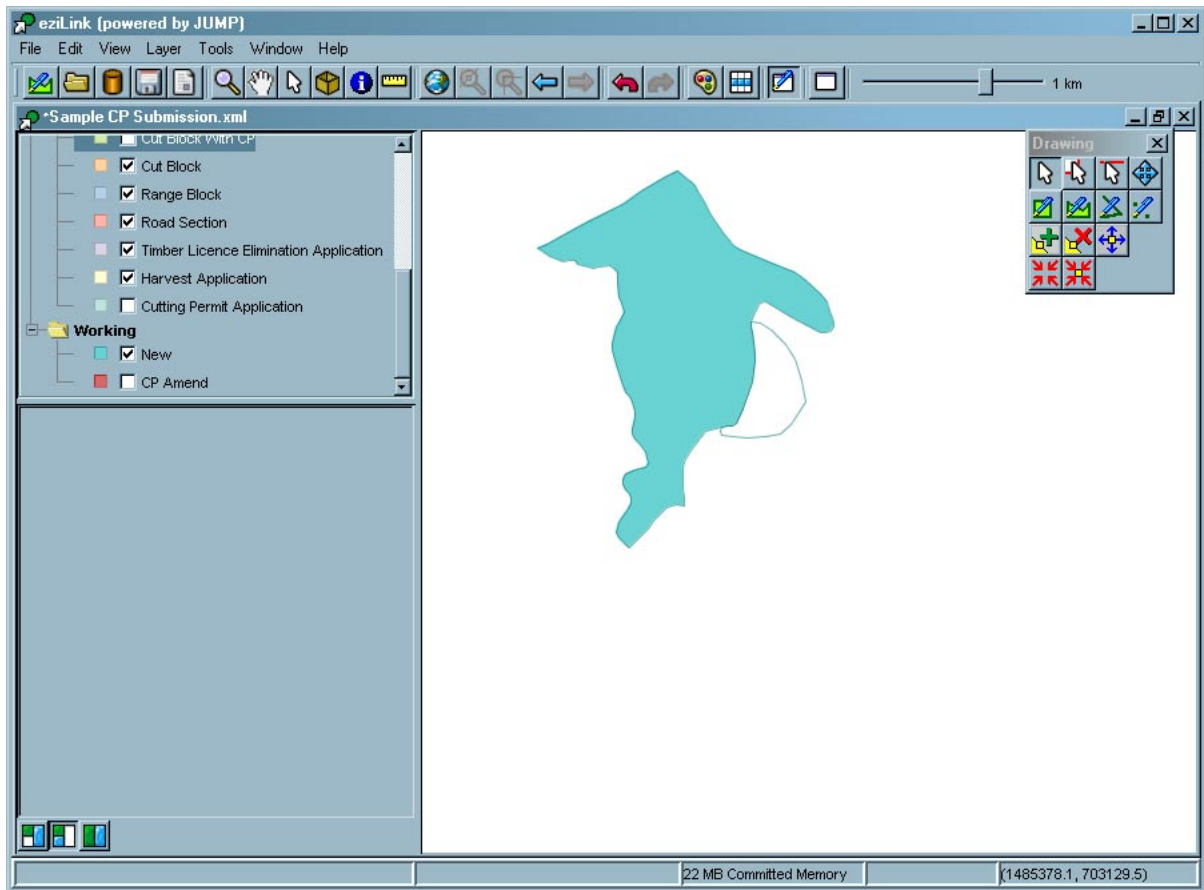
- Two different types of amendments occur Cutting Permits:
 - Amend a Cutting Permit to add additional blocks
 - Amend a block within a permit to modify block information
 - Always include the entire Cutting Permit Boundary, but only the amended or new blocks for the cutting permit.
1. **Open** the 'Sample CP Submission.xml'. This file was the original e-submission made for the cutting permit application.
 2. **Right-click** on the cutting permit item in the submission window and **select** add cut block. Use **Appendix A Form # 4 'Amended Cutting Permit Submission'** for the amendment attribute information. **Fill in** the information for block 3 from the form supplied.
 3. **Load** the 'CP Amend' shapefile. You will notice the file is linestrings not polygons and that it contains a new block as well as the additional area to be amended to block 1. **Copy** and **paste** the new block into the submission. (Remember to **make** it into a polygon)



4. You will note that block 2 has no changes. This block will need to be removed from the submission. To remove this component, **select** block 2 from the submission content window and **right-click** and **choose** 'remove cut block'. You will notice that the cutblock is gone but the block remains part of the CP boundary.



5. **Review** the supplied form and make changes to the cutblock and cutting permit information. **Change** the cutting permit to an amendment, **change** cutblock 1 to an amendment.
6. **Create** a new working layer in the working category in the submission content window.
7. **Copy** cutblock 1 and the new component to be amended to the cutblock into this new layer.

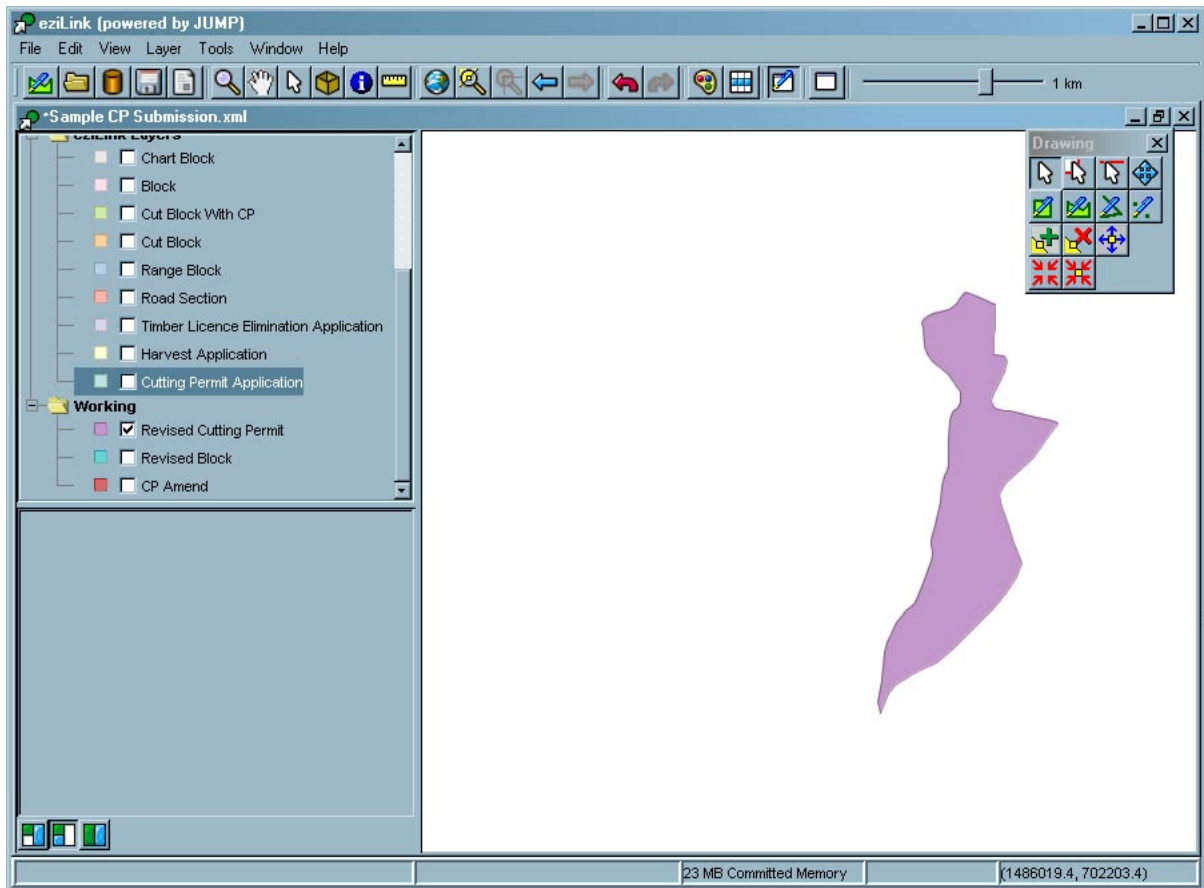


8. **Create** the new cutblock boundary to include this new area. To do this, there are a few steps that you must take. First, you must create a polygon from the linestrings for the area to be amended. Be sure you **select** only lines and you do not have the original cutblock 1 polygon selected. Secondly, you will have to **union** the new area with the original cutblock 1 area.

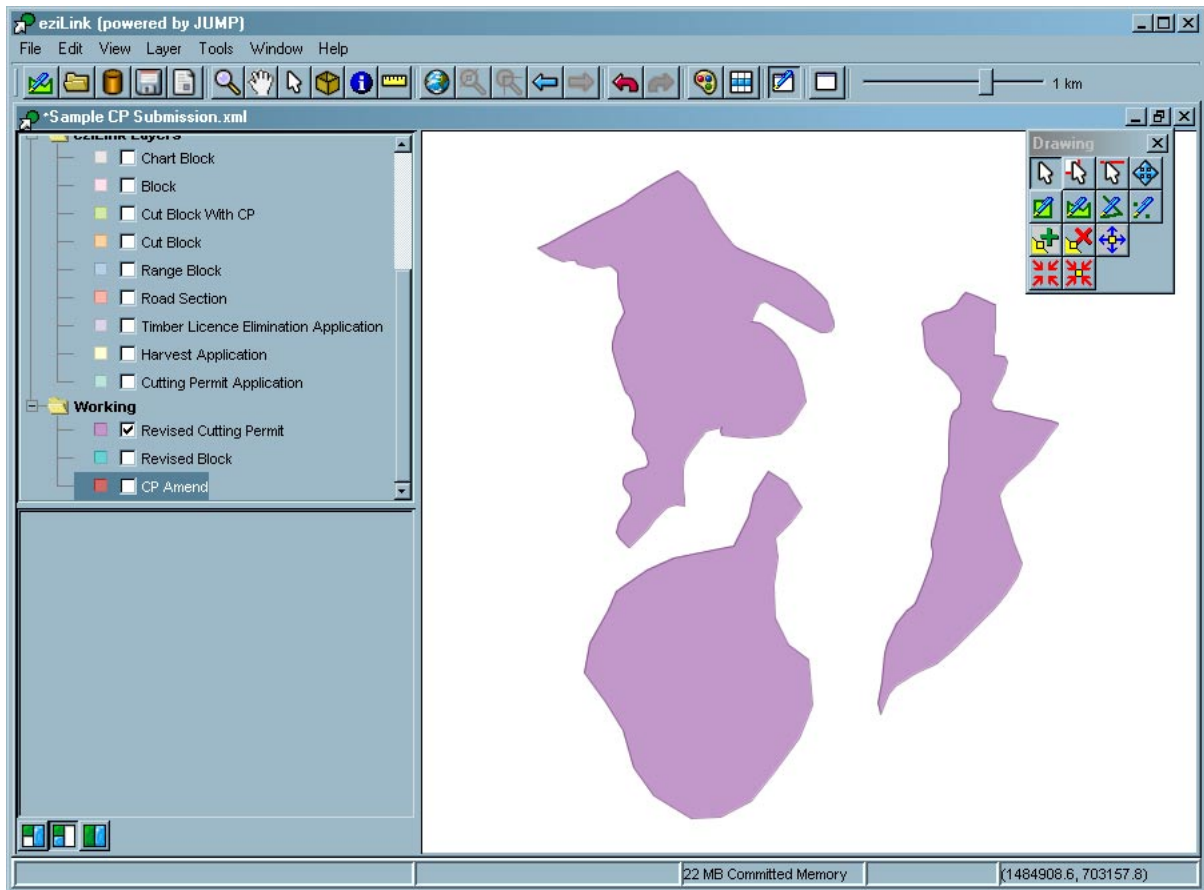


9. Now **copy** and **paste** that feature into cutblock 1 in the submission component window.
10. Now that the cutblocks have been adjusted and created, the cutting permit boundary must be adjusted to reflect the new area under the CP. **Create** a second new working layer and **copy** the original cutting permit boundary from the submission into the working layer. Remember to only have the layers turned on which you want to make changes to.

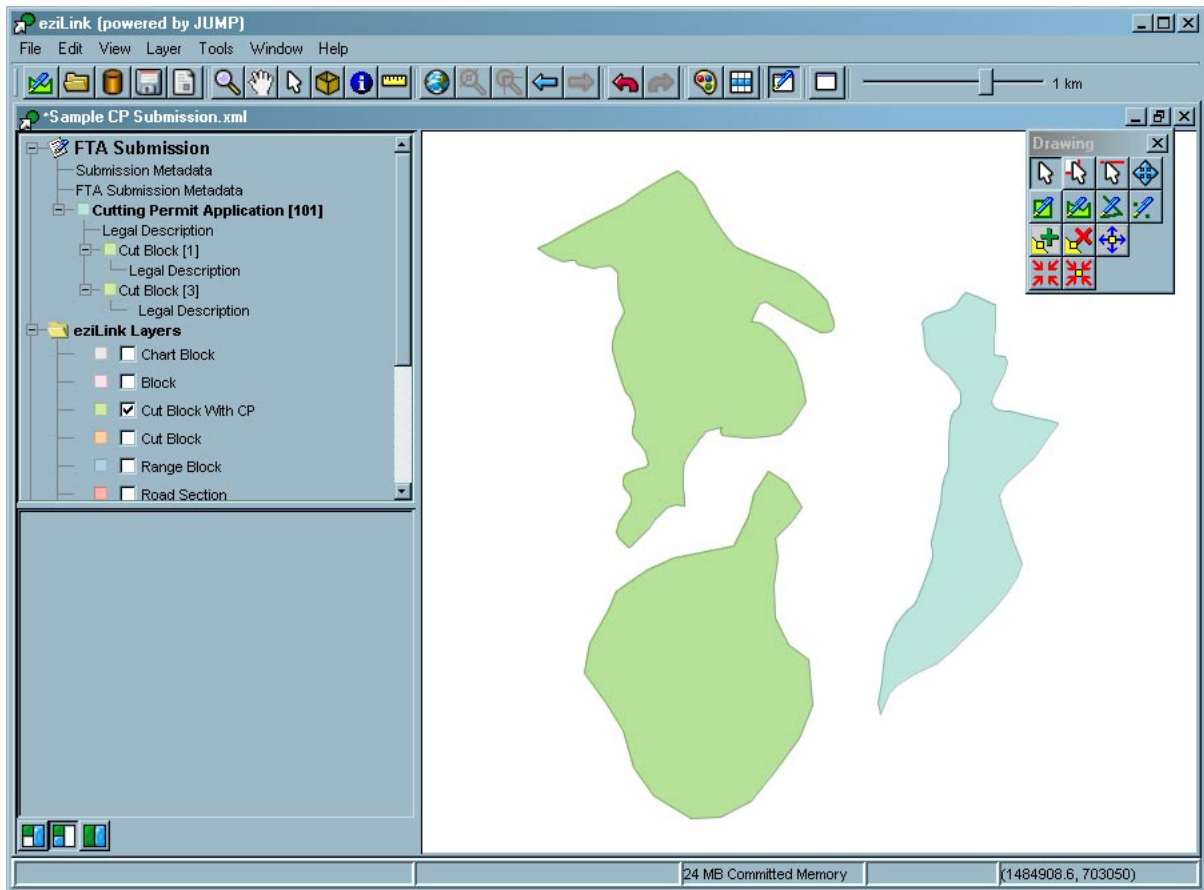
11. **Separate** this cutting permit boundary into its separate components by **right-clicking** and choosing 'Separate Selected Features'.
12. Now **delete** the cutblock 1 polygon from this working layer.



13. Now **select**, **copy** and **paste** the new cutblock and the revised cutblock 1 into this working layer.



14. Now **select** all the polygons in this working layer and **select** 'Combine selected features' from the menu when you **right-click** in the map window.
15. **Copy** and **paste** the new cutting permit boundary into the Cutting Permit Application component in the submission content window.



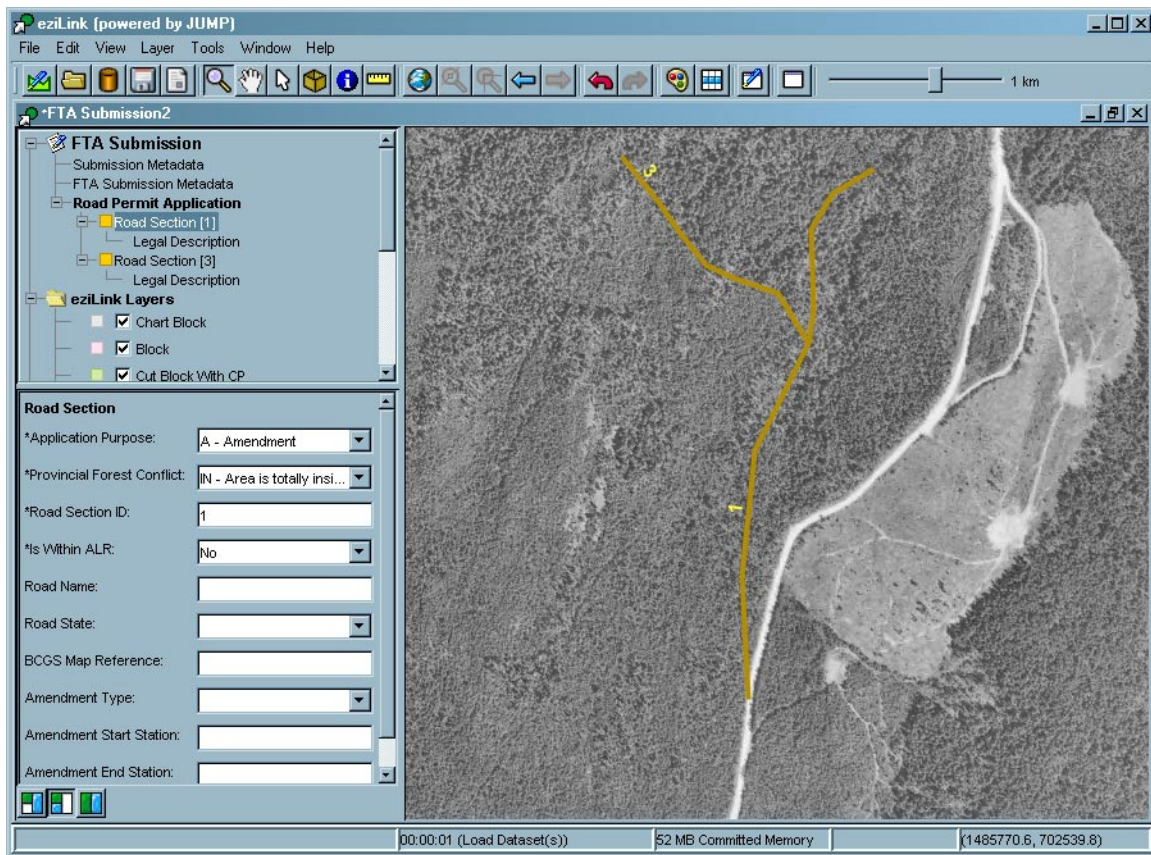
16. **Review** the submission. You will notice that the CP does not cover the same area as the blocks supplied in the amendment. This is in fact correct as you do not supply blocks that are not new and are not be amended.
17. **Perform** the Q/A on this file. Pay close attention to the values for application purpose for the cutting permits and cutblocks.

Exercise 20 – Road Permit Amendment

In this exercise, participants will create a Road Permit Amendment submissions. This section requires information contained on the Amended Road Permit from the Appendix.

Key things to note about RP amendment submissions:

- Two different types of amendments can occur on Road Permits:
 - Amend an existing section to extend, shorten or re-align that section
 - Amendment for adding in additional sections
 - Amendments to Road Permits do not require you to submit original Road Permit Sections
1. **Close** all submissions.
 2. **Open** the PracticeExercise3RP.xml submission that you created during the practice exercise homework from Appendix A Form # 3 'New Road Permit Submission'.
 3. **Change** the attributes in the Road Permit Application according to Appendix A Form # 5. **Enter** any changes to the information about the permit that you are submitting. All the mandatory items must be filled in. Be sure to **set** the submission 'Application Purpose' to '**Amend**' as we are amending by adding new sections and adjusting existing sections on an existing permit. Be sure to **include** the Road Permit Number that you got from uploading the Road permit when you submitted the under the Forest License and set the license type to B01- Road Permit. After completing this screen, **click** next.
 4. Now **create** the new road and amended sections to be added to the permit by **filling in** 'NEW' or 'AMEND' for the application purpose for the section. **Ensure** you **fill in** all the required data from the form for the submission. Remember you only amend existing road sections if you are adding additional lengths or re-engineering. Note that if you were amending an existing section, you must supply an amendment reason as well as an amendment start and end station. No amendment reason is necessary for a 'NEW' road section. **Click** 'Next' when you are finished filling in the details.
 5. **Add** a second road section to the permit and add all the required information. After you are complete, **click** no for an additional section and **click** finish.
 6. **Load** the 'road sample.shp' shapefile from the training data directory (note that this file is in BC Albers). To identify the sections, change the styles on the layer that was just loaded to add labels using the 'road section' attribute.
 7. **Copy** and **paste** the appropriate road sections into the submission. When putting the geometry into a submission, sections that have been amended have the entire section added to the submission as it replaces the entire section in FTA.



8. **Perform** the Q/A steps on the submission.

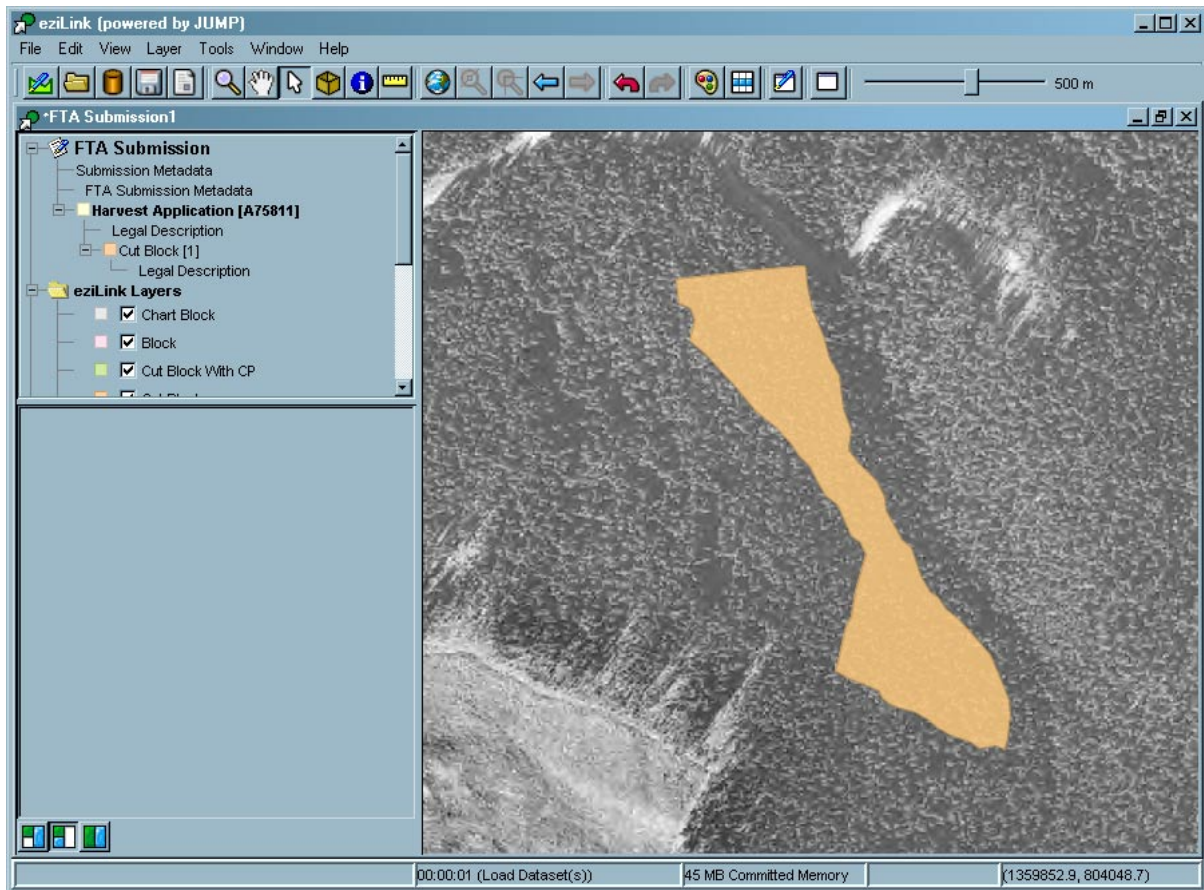
Exercise 21 - License To Cut

In this exercise, participants will look at the attributes for a harvest application that does not require a cutting permit for harvest authority, in particular License to Cut. The main difference is that this submission falls under a different FTA application type. Be sure to have the 'new license to cut' form from the appendix.

Key points on License to Cut Applications:

- The block id in the 'Harvest Application' component of the submission is different than the cut block ID of the cut block component. The block id identifies separate tenure blocks versus cutblocks.
1. **Close** all open submissions
 2. **Start** to create the submission using 'New' from the file menu
 3. **Select** and **fill in** information about the type of submission, ESF and FTA metadata.
 4. When you get to the FTA application types, **choose** the 'Harvest Application' from the list of submissions.

5. **Fill** in the details on the Harvest Application and the block based on the information contained in the form. Once you have completed the information, be sure to **select** 'no' when asked to add a second block and **click** 'finish'.
6. **Load** the dataset (IGDS) specified on the form. Be sure to ensure that you have the correct projection information. **Note** that one the form it indicates that the information is on level 1. **Try loading** all the data from the file and review the information that comes into eziLink.
7. **Reload** the same IGDS file, but add a filter to only bring data from level one. (e.g. **WHERE LEVEL = 1**).
8. **Copy** and **paste** the spatial information into the submission. **Note** that the same geometry is used for the license and the block information.

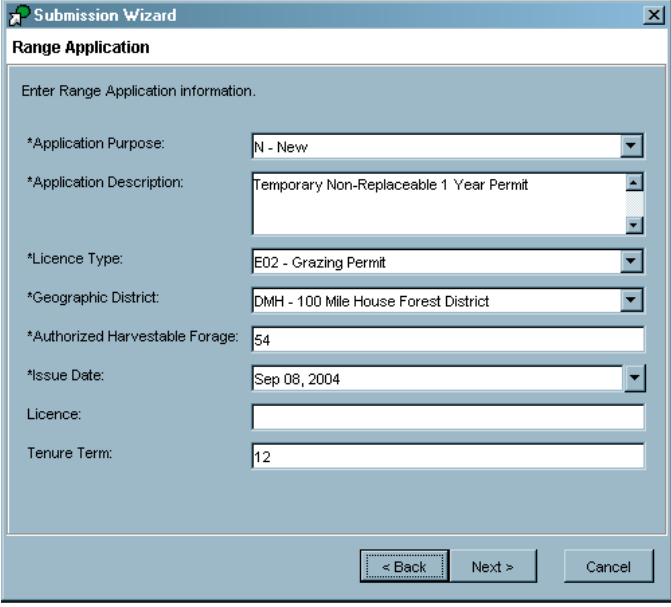


9. After you have created the file, **perform** the quality assurance steps on the file.

Exercise 22 - Grazing Permit

In this exercise, participants will create a new grazing permit from the information on supplied on the form in the appendix. In this example you will be loading data from an INCOSADA file. When loading the IGDS data, have the polygons created from the graphic group numbers in the IGDS file.

1. **Close** all open submissions
2. **Start** to create the submission using 'New' from the file menu
3. **Select** and **fill in** information about the type of submission, ESF and FTA metadata
4. When you get to the FTA application types, **choose** the 'Range Tenure' from the list of submissions.
5. **Fill in** the details on the Range Application based on the information contained in the form.



The screenshot shows a software window titled "Submission Wizard" with a sub-header "Range Application". Below the header is the instruction "Enter Range Application information." The form contains several fields with labels on the left and input areas on the right:

- *Application Purpose: A dropdown menu showing "N - New".
- *Application Description: A text box containing "Temporary Non-Replaceable 1 Year Permit".
- *Licence Type: A dropdown menu showing "E02 - Grazing Permit".
- *Geographic District: A dropdown menu showing "DMH - 100 Mile House Forest District".
- *Authorized Harvestable Forage: A text box containing "54".
- *Issue Date: A dropdown menu showing "Sep 08, 2004".
- Licence: An empty text box.
- Tenure Term: A text box containing "12".

At the bottom of the form are three buttons: "< Back", "Next >", and "Cancel".

6. **Fill in** the details on the Range Blocks based on the information contained in the form.

Submission Wizard

Range Block

Enter Range Block information.

*Application Purpose: N - New

*Provincial Forest Conflict: N - Area is totally inside of the Provincial Forest

*Range Block ID: 1

Hay Cutting Area:

Reference Name: DIXON MEADOW

BCGS Map Reference: 092P073

< Back Next > Cancel

10. **Load** the 'Grazing Permit Spatial data.UTM' file. You will **notice** that when you load the file that the data comes in as lines and you would be required to create polygons from this data.

Load Dataset(s)

Format: IGDS

Look in: ezLink Training

Recent
Desktop
Personal
My Computer

Block Lines.shp
Block Lines.shx
Grazing Permit Spatial Data.UTM
HAYCPRAN076180_XBA_DM.HMDB
Opening.dbf
Opening.shp
Opening.shx
Road Sample.dbf
Road Sample.shp
Road Sample.shx
Sample Submission 1.ezi
Sample Submission 1.xml
Sample Submission 2.ezi
Sample Submission 2.xml
Sample Submission 3.ezi
Sample Submission 3.xml
sample1.dgn
StandardUnits.dbf
StandardUnits.shp
StandardUnits.shx
Sample Submission 1 with errors.xml

File name: Grazing Permit Spatial Data.UTM

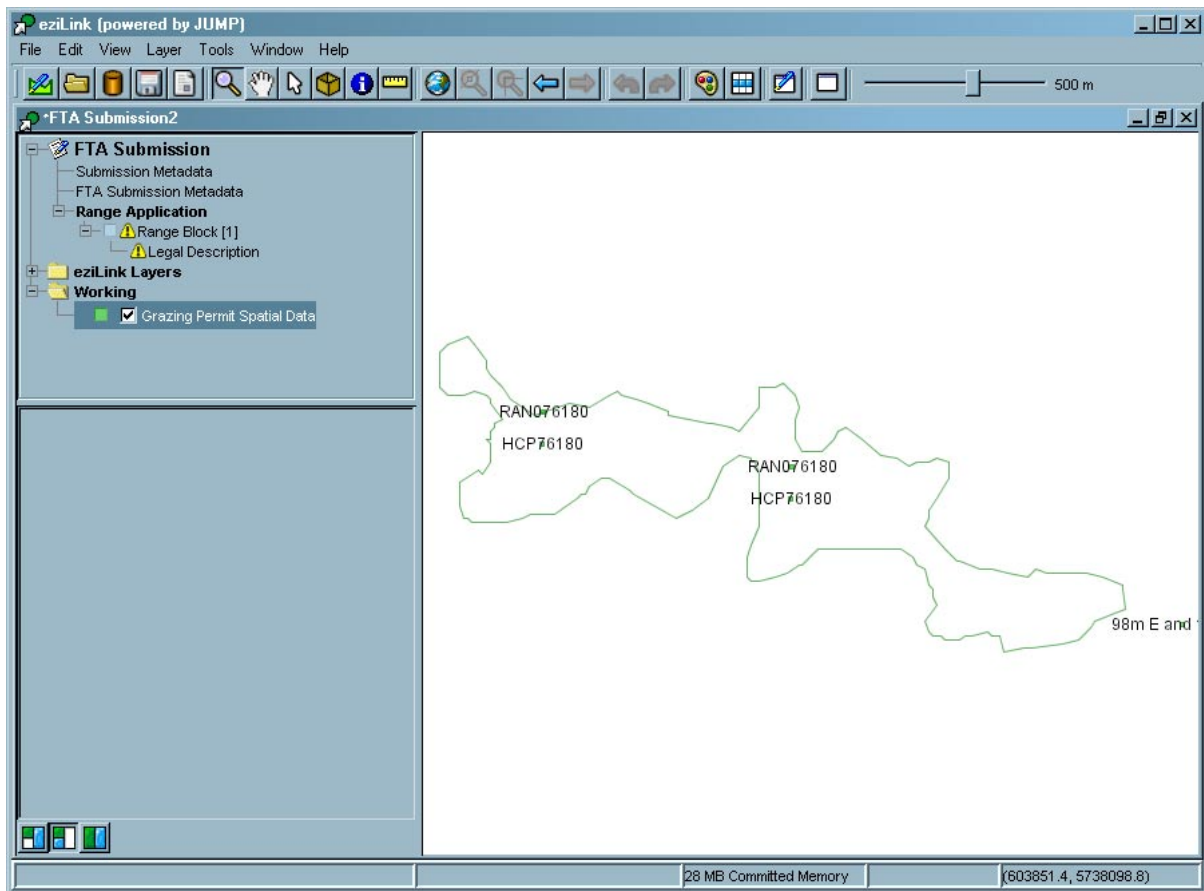
Files of type: All Files

Coordinate system of file: BC Albers / NAD 83 ☐ Form polygons by graphic group

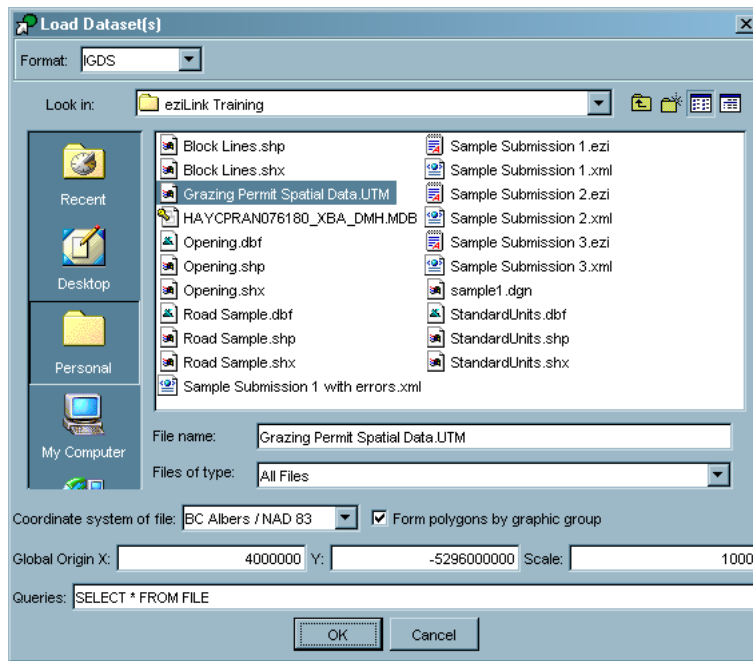
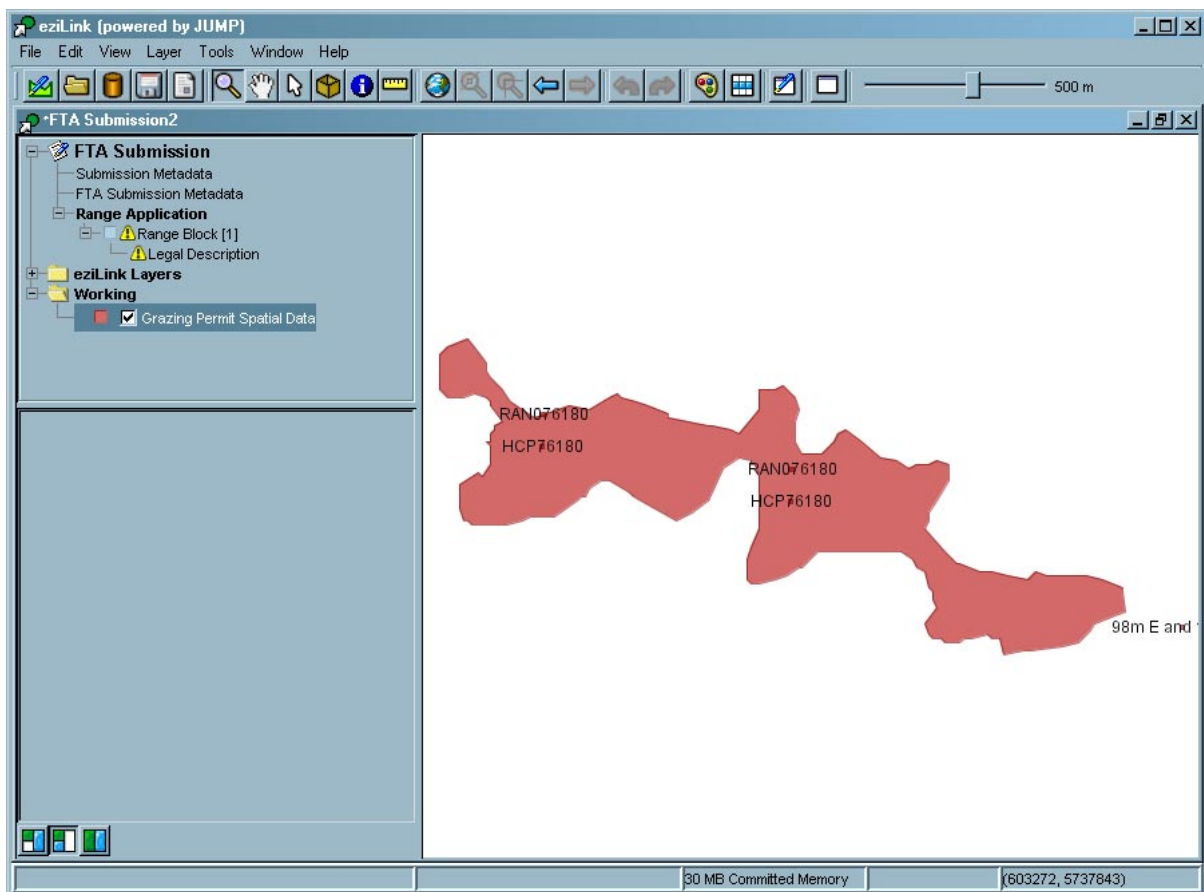
Global Origin X: 4000000 Y: -5296000000 Scale: 1000

Queries: SELECT * FROM FILE

OK Cancel



11. **Try** loading the file again, but **check** the 'Form Polygons by Graphic Group' option. **Notice** that eziLink automatically created a polygon based on linestrings with the same graphic group number. This requires that the data be clean prior to loading into eziLink.



12. **Copy** the polygon to the range block in the submission.

13. **Review** the submission and **perform** a Q/A on the file including verification of the spatial data.

Appendix A - Submission Forms



e-submission Data Form # 1
FTA e-Submission
New Cutting Permit Submission-
Exercise #4

Instructions

- This Data Form is set up to use with the exercises in the Training Manual for attribute information.
- Use the data contained on this form to fill out the fields in the submission wizard windows
- The same form will be used for different sessions of the training.
- In Session One only enter the attribute data as you work through the exercises from session 1 Do not worry about loading the spatial data file component.
- In Session Two load the spatial data file that is referred to in this Data form (Sample1.dgn) and continue with the training manual exercises from session 2. Use this form to find the spatial projection coordinate system.
- In Session three use the completed <yourname.xml> file for uploading to the ESF website and for generating a TMS report.

Data Form 1 New Cutting Permit

CONTACT INFORMATION (Complete if not previously submitted)	
*MOF Client Number	00001086
*Client Location Code (eg. 00, 01)	00
*Licensee Contact Name	Joe Forester
*Licensee Contact Email	Joe.Forester@licensee.com
*Licensee Contact Phone #	(250) 555-5555

GENERAL INFORMATION (Complete for all applications)	
Forest District (administrative) (only required if this is different than the geographic district that the permit is located in)	Okanagan-Shuswap
*Coordinate System (see right)	BC Albers / NAD 83

COORDINATE SYSTEM
BC Albers/ NAD 83
Geographics/ WGS 84
UTM 07N/ WGS 84
UTM 08N/ WGS 84
UTM 09N/ WGS 84
UTM 10N/ WGS 84
UTM 11N/ WGS 84

Data Form 1 New Cutting Permit

CUTTING PERMIT INFORMATION (Complete for all CP applications)	
*CP identification (number/letter)	<number assigned by instructor>
*Application Purpose (new/amend)	NEW
*Application Description (eg. location)	eziLink Training New CP Practice Exercise 1
*Tenure Number	A72117
Forest District (geographic location of permit)	Okanagan-Shuswap
Cascade Split (east/ west)	EAST
Provincial Forest (totally inside/totally outside/ partially inside)	IN
*Marking Instrument- primary (1 only) (see table)	Hammer
*Marking Method- primary (1 only) (see table)	Full Standard
*Deciduous (yes/ no)	No
*Cruise based (yes/ no)	No
*Crown Granted (yes/no) (i.e. private)	No
*Catastrophic (yes/ no) (i.e. salvage)	No
CP Name (eg. location)	Crazy Creek
*Spatial Data (file name) (clean IGDS or shape file with CP boundary as a polygon or multiple polygons- may be same as cut block boundaries)	Sample1.dgn
Legal Description (eg. UTM coordinates from GPS traverse)	250 metres North, 300 meters east of the NW corner of KAP12345, Cariboo Land District

Marking Instrument	Code
Paint and/or Crayon	B
Crayon	C
Hammer	H
Paint	P
Tag	T

Marking Method	Code
100% Marking	0
100% One End	1
2 Marks Front, 2 on Sides	2
2 Marks Front, 2 on Sides; 100% at Site	3
Four Corner Marking	4
4 Corner Marking to Site; 100% at Site	5
Eight corner marking	8
35% Mark Painted Orange on Each Side of Load	A
35% Mark Painted Blue on Each Side of Load	B
20% With 16 Log Minimum	C
Bottom Tier Front and Back on Area, 100% at Scale Site	D
Exempt From Marking	E
Full, Standard Marking	S

Data Form 1 New Cutting Permit

CUT BLOCK INFORMATION (Complete for all CP applications) (add more columns for additional blocks)			
*Cut Block Number	1	2	
*Application Purpose (New/ Amendment)	NEW	NEW	
Provincial Forest (inside/ outside/ partially inside)	IN	IN	
Gross Area (this can be calculated from spatial data)	15.1	10.0	
*Net Area (to 2 decimal places if possible- must be less or equal to actual Gross area)	15.1	9.5	
*Planned Harvest Date	Nov. 11, 2004	Nov. 28, 2004	
Cut Block Description	CP<number assigned by instructor>-1	CP< number assigned by instructor >-2	
Amendment Reason (required if the submission is an amendment) (see table)			
Cruise Volume			
Multi-tenure Cut Block Information (required if the cut block is to be managed under multiple tenures):			
- Managed by licence/ CP (in cases where one licence is managed within another licence and a CP overlaps both)			
- Owned by file/ CP/ block (in cases where private land is managed with the tenure, and CP overlaps both)			
*Spatial Data (file name) (IGDS or shape file with cutblock boundary as a polygon or multiple polygons- all blocks can be in the same file)			
*Legal Description (eg. UTM coordinates from GPS traverse; lat/ long)	250 metres North, 300 meters east of the NW corner of KAP12345, Cariboo Land District	1202 metres North, 674 meters east of the NW corner of KAP12345, Cariboo Land District	

Amendment Reason	Code
Access Additional Cut Blocks	A
Engineering	E
Forest Service Initiated	F
Salvage	S



e-submission Data Form # 2
FTA e-Submission
New Cutting Permit Submission 2
Practice Exercise

Instructions

- This Data Form is set up to use as extra practice for creating a CP.
- Use the data contained on this form to fill out the fields in the submission wizard windows
- Save the file as <PracticeExercise2CP.xml>
- The same form will be used for different sessions of the training.
- In Session One only enter the attribute data as you work through the exercises from session 1
Do not worry about loading the spatial data file component.
- In Session Two load the spatial data file that is referred to in this Data form (CPHWBLKS.shp)
and continue with the training manual exercises from session 2.
- Use this form to find the spatial projection coordinate system.
- In Session three use the completed <PracticeExercise2CP.xml> file for uploading to the ESF
website and for generating a TMS report.

CONTACT INFORMATION (Complete if not previously submitted)	
*MOF Client Number	00001086
*Client Location Code (eg. 00, 01)	00
*Licensee Contact Name	Joe Forester
*Licensee Contact Email	Joe.Forester@licensee.com
*Licensee Contact Phone #	(250) 555-5555

GENERAL INFORMATION (Complete for all applications)	
Forest District (administrative) (only required if this is different than the geographic district that the permit is located in)	Okanagan-Shuswap District (DOS)
*Coordinate System (see right)	BC Albers / NAD 83

COORDINATE SYSTEM
BC Albers/ NAD 83
Geographics/ WGS 84
UTM 07N/ WGS 84
UTM 08N/ WGS 84
UTM 09N/ WGS 84
UTM 10N/ WGS 84
UTM 11N/ WGS 84

CUTTING PERMIT INFORMATION (Complete for all CP applications)	
*CP identification (number/letter)	< number assigned by instructor >
*Application Purpose (new/amend)	NEW
*Application Description (eg. location)	eziLink Training New CP Practice Exercise 2
*Tenure Number	A72124
Forest District (geographic location of permit)	Okanagan-Shuswap Forest District
Cascade Split (east/ west)	EAST
Provincial Forest (totally inside/totally outside/partially inside)	IN
*Marking Instrument- primary (1 only) (see table)	Hammer
*Marking Method- primary (1 only) (see table)	Four Corner Marking
*Deciduous (yes/ no)	No
*Cruise based (yes/ no)	No
*Crown Granted (yes/no) (i.e. private)	No
*Catastrophic (yes/ no) (i.e. salvage)	No
CP Name (eg. location)	CP <number assigned by instructor>
*Spatial Data (file name) (clean IGDS or shape file with CP boundary as a polygon or multiple polygons- may be same as cut block boundaries)	CPHWBLK.shp
Legal Description (eg. UTM coordinates from GPS traverse)	1000 metres North, 1355 meters east of the SE corner of L12345s, Cariboo Land District

Marking Instrument	Code
Paint and/or Crayon	B
Crayon	C
Hammer	H
Paint	P
Tag	T

Marking Method	Code
100% Marking	0
100% One End	1
2 Marks Front, 2 on Sides	2
2 Marks Front, 2 on Sides; 100% at Site	3
Four Corner Marking	4
4 Corner Marking to Site; 100% at Site	5
Eight corner marking	8
35% Mark Painted Orange on Each Side of Load	A
35% Mark Painted Blue on Each Side of Load	B
20% With 16 Log Minimum	C
Bottom Tier Front and Back on Area, 100% at Scale Site	D
Exempt From Marking	E
Full, Standard Marking	S

CUT BLOCK INFORMATION (Complete for all CP applications) (add more columns for additional blocks)			
*Cut Block Number	A	B	C
*Application Purpose (New/ Amendment)	NEW	NEW	NEW
Provincial Forest (inside/ outside/ partially inside)	IN	IN	OUT
Gross Area (this can be calculated from spatial data)			
*Net Area (to 2 decimal places if possible- must be less or equal to actual Gross area)	42.51	21.3	20.15
*Planned Harvest Date	Dec. 1, 2004	Dec. 31, 2004	Jan. 15, 2005
Cut Block Description	CP<number assigned by instructor>-A	CP<number assigned by instructor>-B	CP<number assigned by instructor>-C
Amendment Reason (required if the submission is an amendment) (see table)			
Cruise Volume			
Multi-tenure Cut Block Information (required if the cut block is to be managed under multiple tenures):			
- Managed by licence/ CP (in cases where one licence is managed within another licence and a CP overlaps both)			
- Owned by file/ CP/ block (in cases where private land is managed with the tenure, and CP overlaps both)			
*Spatial Data (file name) (IGDS or shape file with cutblock boundary as a polygon or multiple polygons- all blocks can be in the same file)	CPHWBLK.shp	CPHWBLK.shp	CPHWBLK.shp
*Legal Description (eg. UTM coordinates from GPS traverse; lat/ long)	1000 metres North, 1355 meters east of the SE corner of L1234s, Cariboo Land District	1240 metres North, 1745 meters east of the SE corner of L1234s, Cariboo Land District	563 metres North, 219 meters west of the NE corner of L1234s, Cariboo Land District

Amendment Reason	Code
Access Additional Cut Blocks	A
Engineering	E
Forest Service Initiated	F
Salvage	S



e-submission Data Form # 3
FTA e-Submission
New Road Permit Submission
Practice Exercise

Instructions

- This Data Form is set up to use with the exercises in the Training Manual for attribute information.
- Use the data contained on this form to fill out the fields in the submission wizard windows
- Save the file as < PracticeExercise3RP.xml>
- The same form will be used for different sessions of the training.
- In Session 1 only enter the attribute data as you work through the exercises from session 1. Do not worry about loading the spatial data file component.
- In Session 2 load the spatial data file that is referred to in this Data form (Road Sample.shp) shp (top of Section 1 and section 2) and continue with the training manual exercises from session 2. Use this form to find the spatial projection coordinate system. To see the sections 'Enable Labelling' on the shape file by right-clicking on the shape file layer and choosing 'Change Styles' and checking the box 'Enable Labelling' on the Labels tab.
- In Session 3 use the completed <PracticeExercise3RP.xml> file for uploading to the ESF website and for generating a TMS report. You can upload this submission to the test server <http://trainextranet5.for.gov.bc.ca/esf>
- This exercise will be used to amend a road permit later in Session 4 - Exercise 20.

CONTACT INFORMATION (Complete if not previously submitted)	
*MOF Client Number	00001086
*Client Location Code (eg. 00, 01)	00
*Licensee Contact Name	Joe Forester
*Licensee Contact Email	Joe.Forester@licensee.com
*Licensee Contact Phone #	(250) 555-5555

GENERAL INFORMATION (Complete for all applications)	
Forest District (administrative) (only required if this is different than the geographic district that the permit is located in)	Okanagan-Shuswap
*Coordinate System (see right)	BC Albers / NAD 83

COORDINATE SYSTEM
BC Albers/ NAD 83
Geographics/ WGS 84
UTM 07N/ WGS 84
UTM 08N/ WGS 84
UTM 09N/ WGS 84
UTM 10N/ WGS 84
UTM 11N/ WGS 84

ROAD PERMIT INFORMATION (Complete for all RP applications)	
*Application Purpose (new/amend)	NEW
*Application Description (eg. location)	Crazy Creek
*Tenure Number (required if amendment)	
Forest District (geographic)	Okanagan-Shuswap
Cascade Split (east/ west)	EAST
Management Unit Type	Timber Supply Area
Management ID	22
*Deemed owner (yes/no)	No
BCTS Office (BCTS RPs only)	

ROAD SECTION INFORMATION (Complete for all RP applications) (add more columns for additional sections)			
*Road Section ID (eg. 2000.01)	1	2	
*Application Purpose (New/ Amendment) (if the road section with this ID has been submitted previously, select amendment)	NEW	NEW	
Provincial Forest (inside/ outside/ partially inside)	IN	IN	
Within ALR (yes/no)	NO	NO	
Road Name	Road 2000.1	Road 2000.1	
Road State (proposed/ established/ unknown)	UNKNOWN	UNKNOWN	
*Amendment Type (required if the submission is an amendment) (add/ de-activate/ re-align)			
*Amendment Start Station (required if the submission is an amendment)			
*Amendment End Station (required if the submission is an amendment)			
*Spatial Data for road centerline (file name)	Road Sample.shp (notice there are two section 1's – only use the top section. The other will be used to amend the length)	Road Sample.shp (Section 2) enable labelling and pick the road section attribute in the 'Change Styles' to see the section numbers	
*Legal Description (eg. UTM coordinates or lat/long of POC/ POT from traverse)	250 metres North, 300 meters east of the NW corner of KAP12345, Cariboo Land District	350 metres North, 600 meters east of the NW corner of KAP12345, Cariboo Land District	



e-submission Data Form # 4
FTA e-Submission
Amended Cutting Permit Submission –
Exercise # 19

Instructions

- Do not upload this submission. The permit must be issued prior to submitting.
- This Data Form is set up to use with Exercise 19 in the Training Manual and <Sample CP Submission.xml> for the original permit attribute information.
- Use the data contained on this form to update the fields in the submission attributes and to find the spatial projection coordinate system and name of the relevant spatial file (CP Amend.shp) that is to go along with the CP Amendment exercise in the Training Manual.

CONTACT INFORMATION (Complete if not previously submitted)	
*MOF Client Number	00001086
*Client Location Code (eg. 00, 01)	00
*Licensee Contact Name	Joe Forester
*Licensee Contact Email	Joe.Forester@licensee.com
*Licensee Contact Phone #	(250) 555-5555

GENERAL INFORMATION (Complete for all applications)	
Forest District (administrative) (only required if this is different than the geographic district that the permit is located in)	Okanagan-Shuswap
*Coordinate System (see right)	BC Albers / NAD 83

COORDINATE SYSTEM
BC Albers/ NAD 83
Geographics/ WGS 84
UTM 07N/ WGS 84
UTM 08N/ WGS 84
UTM 09N/ WGS 84
UTM 10N/ WGS 84
UTM 11N/ WGS 84

CUTTING PERMIT INFORMATION (Complete for all CP applications)	
*CP identification (number/letter)	<number assigned by instructor>
*Application Purpose (new/amend)	AMEND
*Application Description (eg. location)	eziLink Training Amended CP Practice Exercise
*Tenure Number	A72149
Forest District (geographic location of permit)	Okanagan-Shuswap
Cascade Split (east/ west)	EAST
Provincial Forest (totally inside/totally outside/partially inside)	IN
*Marking Instrument- primary (1 only) (see table)	Hammer
*Marking Method- primary (1 only) (see table)	Full Standard
*Deciduous (yes/ no)	No
*Cruise based (yes/ no)	No
*Crown Granted (yes/no) (i.e. private)	No
*Catastrophic (yes/ no) (i.e. salvage)	No
CP Name (eg. location)	Crazy Creek
*Spatial Data (file name) (clean IGDS or shape file with CP boundary as a polygon or multiple polygons- may be same as cut block boundaries)	
Legal Description (eg. UTM coordinates from GPS traverse)	250 metres North, 300 meters east of the NW corner of KAP12345, Cariboo Land District

Marking Instrument	Code
Paint and/or Crayon	B
Crayon	C
Hammer	H
Paint	P
Tag	T

Marking Method	Code
100% Marking	0
100% One End	1
2 Marks Front, 2 on Sides	2
2 Marks Front, 2 on Sides; 100% at Site	3
Four Corner Marking	4
4 Corner Marking to Site; 100% at Site	5
Eight corner marking	8
35% Mark Painted Orange on Each Side of Load	A
35% Mark Painted Blue on Each Side of Load	B
20% With 16 Log Minimum	C
Bottom Tier Front and Back on Area, 100% at Scale Site	D
Exempt From Marking	E
Full, Standard Marking	S

CUT BLOCK INFORMATION (Complete for all CP applications) (add more columns for additional blocks)			
*Cut Block Number	1	2	3
*Application Purpose (New/ Amendment)	AMEND	NO CHANGE	NEW
Provincial Forest (inside/ outside/ partially inside)	IN	IN	IN
Gross Area (this can be calculated from spatial data)	17.0	10.1	17.2
*Net Area (to 2 decimal places if possible- must be less or equal to actual Gross area)	17.0	9.5	16.3
*Planned Harvest Date	Nov. 11, 2004	Nov. 28, 2004	Nov. 1, 2004
Cut Block Description	CP<number assigned by instructor>-1	CP<number assigned by instructor>-2	CP<number assigned by instructor>-3
Amendment Type (required if the submission is an amendment) (see table)	Engineering		
Cruise Volume			
Multi-tenure Cut Block Information (required if the cut block is to be managed under multiple tenures):			
- Managed by licence/ CP (in cases where one licence is managed within another licence and a CP overlaps both)			
- Owned by file/ CP/ block (in cases where private land is managed with the tenure, and CP overlaps both)			
*Spatial Data (file name) (IGDS or shape file with cutblock boundary as a polygon or multiple polygons- all blocks can be in the same file)	CP Amend.shp		CP Amend.shp
*Legal Description (eg. UTM coordinates from GPS traverse; lat/ long)	250 metres North, 300 meters east of the NW corner of KAP12345, Cariboo Land District	1202 metres North, 6553 meters east of the NW corner of KAP12345, Cariboo Land District	1302 metres North, 653 meters west of the NW corner of KAP12345, Cariboo Land District

Amendment Reason	Code
Access Additional Cut Blocks	A
Engineering	E
Forest Service Initiated	F
Salvage	S



e-submission Data Form # 5
FTA e-Submission
Amended Road Permit Submission –
Exercise # 20

Instructions

- This Data Form is set up to use with Exercise 20 in the Training Manual
- Use the data contained on this form to update the attribute fields in the <PracticeExercise3RP.xml>
- Load the spatial file indicated here and that was used in
- Enable labeling for the shape file as directed on Data Form 3. Use the bottom of section 1 to extend the number 1 road section and add section 3.

CONTACT INFORMATION (Complete if not previously submitted)	
*MOF Client Number	00016954
*Client Location Code (eg. 00, 01)	00
*Licensee Contact Name	Joe Forester
*Licensee Contact Email	Joe.Forester@licensee.com
*Licensee Contact Phone #	(250) 555-5555

GENERAL INFORMATION (Complete for all applications)	
Forest District (administrative) (only required if this is different than the geographic district that the permit is located in)	Okanagan-Shuswap
*Coordinate System (see right)	BC Albers / NAD 83

COORDINATE SYSTEM
BC Albers/ NAD 83
Geographics/ WGS 84
UTM 07N/ WGS 84
UTM 08N/ WGS 84
UTM 09N/ WGS 84
UTM 10N/ WGS 84
UTM 11N/ WGS 84

ROAD PERMIT INFORMATION (Complete for all RP applications)	
*Application Purpose (new/amend)	AMEND
*Application Description (eg. location)	Crazy Creek
*Tenure Number (required if amendment)	R12345
Forest District (geographic)	Okanagan-Shuswap
Cascade Split (east/ west)	EAST
Management Unit Type/ ID	TSA - 22
*Deemed owner (yes/no)	
BCTS Office (BCTS RPs only)	

ROAD SECTION INFORMATION (Complete for all RP applications) (add more columns for additional sections)			
*Road Section ID (eg. 2000.01)	1	2	3
*Application Purpose (New/ Amendment) (if the road section with this ID has been submitted previously, select amendment)	AMEND	NO CHANGE	NEW
Provincial Forest (inside/ outside/ partially inside)	IN	IN	IN
Within ALR (yes/no)	NO	NO	NO
Road Name	Road 2000.1	Road 2000.2	Road 2000.3
Road State (proposed/ established/ unknown)	UNKNOWN	UNKNOWN	UNKNOWN
*Amendment Type (required if the submission is an amendment) (add/ de-activate/ re-align)	ADD		
*Amendment Start Station (required if the submission is an amendment)	1031		0
*Amendment End Station (required if the submission is an amendment)	1462		432
*Spatial Data for road centerline (file name)	Road Sample.shp		
*Legal Description (eg. UTM coordinates or lat/long of POC/ POT from traverse)	250 metres North, 300 meters east of the NW corner of KAP12345, Caribou Land District	250 metres North, 300 meters east of the NW corner of KAP12345, Caribou Land District	250 metres North, 300 meters east of the NW corner of KAP12345, Caribou Land District



e-submission Data Form # 6
FTA e-Submission
New Licence to Cut
Practice Exercise

Instructions

- This Data Form is set up to use with the exercises in the Training Manual for attribute information.
- Use the data contained on this form to fill out the fields in the submission wizard windows and to find the spatial projection coordinate system and name of the relevant spatial file that is to go along with each exercise.

CONTACT INFORMATION (Complete if not previously submitted)	
*MOF Client Number (8 digits)	00016954
*Client Location Code (eg. 00, 01)	00
*Licensee Contact Name	Joe Forester
*Licensee Contact Email	Joe.Forester@licensee.com
*Licensee Contact Phone #	(250) 555-5555

GENERAL INFORMATION (Complete for all applications)	
Forest District (administrative) (only required if this is different than the geographic district that the permit is located in)	100 Mile House
*Coordinate System (see right)	UTM 10 / WGS 84

COORDINATE SYSTEM
BC Albers/ NAD 83
Geographics/ WGS 84
UTM 07N/ WGS 84
UTM 08N/ WGS 84
UTM 09N/ WGS 84
UTM 10N/ WGS 84
UTM 11N/ WGS 84

HARVEST APPLICATION INFORMATION (Complete for all applications)	
*Application Purpose (new/amend)	New
*Application Description (location, name)	Forestry license to Cut
*Tenure Number	A75811
* Licence type (required for new application) See "licence type" list below.	B07
* Purpose	Small Scale Salvage
Forest District (geographic location of permit)	Gotchen Lake-100 Mile House
Cascade Split (east/ west)	East
Provincial Forest (totally inside/totally outside/ partially inside)	In
*Management Unit Type (eg. TSA, TFL, etc)	TSA
*Management Unit ID (number)	23
Tenure term	6 months
refer to file #	19615-25/A75811
Special Use purpose code -for tenure type S01 (see list below)	
Licence to cut purpose code –for tenure types B04, 05, 06 (see list below)	
BCTS office (required for BCTS applications)	
Block ID (all blocks req'd if tenure is divided into blocks)	
*Spatial Data (file name) (clean IGDS or shape file with application boundary as a polygon or multiple polygons- may be same as cut block boundaries)	A75811.dgn
Legal Description (POC as per district standards- eg. UTM coordinates from GPS traverse)	UTM coordinates from GPS traverse

Licence Type	Code
Christmas Tree Permit	B02
Licence to Cut	B05
Licence to Cut – short form	B06
Timber Sale Licence S20- Competitive	B20
Timber Sale Licence S23- Direct	B21
Section 72/73 TSL Resale	B22
Timber Sale Licence – S21 Single Mark	B23
Special Use Permit	S01

CUT BLOCK INFORMATION (Complete for all applications that have cut blocks) (add more columns for additional blocks)			
*Cut Block Number	1		
*Application Purpose (New/ Amendment)	New		
Provincial Forest (inside/ outside/ partially inside)	Inside		
Gross Area (this can be calculated from spatial data)	4.81		
*Net Area (to 2 decimal places if possible)	4.81		
*Planned Harvest Date	Sept. 10/04		
Cut Block Description	1		
Amendment Reason (required if the submission is an amendment) (see table)			
Cruise Volume			
*Spatial Data (file name) (IGDS or shape file with cutblock boundary as a polygon or multiple polygons- all blocks can be in the same file)	A75811.dgn Level 1 for Boundary		
*Legal Description (eg. UTM coordinates from GPS traverse)	UTM coordinates from GPS traverse		

Amendment Reason	Code
Access Additional Cut Blocks	A
Engineering	E
Forest Service Initiated	F
Salvage	S

LICENCE TO CUT	CODE
Agreement to Purchase	AP
Crown Granted Lands (Timber Reserved)	CG
Clearing and Levelling	CL
Dominion Patented Lands Timber Reserve	DL
Easement	EA
Grazing Lease	GL
Industrial Lease	IL
Log and Lake Salvage	LL
Log Salvage	LS
Mineral Claim	MC
Oil and Gas	OG
Other	OT
Pipeline	PI
Placer Lease	PL
Residential Lease	RL
Right of Way	RW
Seismic Line	SL
Well Site	WS
Agricultural Lease	AL

SPECIAL USE CODE	CODE
Agriculture	01
Aquaculture	02
Industrial	03
Commercial	04
Residential	05
Utility	06
Community	07
Institutional	08
Quarrying	09
Transportation	10
Communication	11
Miscellaneous Land Use	12
Trappers Cabin	13
Dryland Sort	14
Logging Camp, Shop, Offices	15
Waste Disposal	16
Gravel Pit, Rock Quarry	17
Repeater Site	18
Road, Right of Way	19
Airstrip, Landing Field	20
Lookout, Weather Station	21
Map Notation	22
Grazing	23
Recreation	24
Non-Profit, Charity Organization	25
Governmental	26
Miscellaneous Forest Use	27
Millsite	28
Magazine, Explosive Site	29
Research	30
Christmas Trees	31



e-submission Data Form # 7

FTA e-Submission

Range Tenure –

Practice Exercise

Instructions

- This Data Form is set up to use with the exercises in the Training Manual for attribute information.
- Use the data contained on this form to fill out the fields in the submission wizard windows and to find the spatial projection coordinate system and name of the relevant spatial file that is to go along with each exercise.

CONTACT INFORMATION (Complete if not previously submitted)	
*MOF Client Number	00014530
*Client Location Code (eg. 00, 01)	01
*Licensee Contact Name	Joe Farmer
*Licensee Contact Email	Joe.Farmer@cows.com
*Licensee Contact Phone #	250-555-5555

GENERAL INFORMATION (Complete for all applications)	
Forest District (administrative) (only required if this is different than the geographic district that the permit is located in)	100 Mile House
*Coordinate System (see right)	UTM 10N/ WGS 84

COORDINATE SYSTEM
BC Albers/ NAD 83
Geographics/ WGS 84
UTM 07N/ WGS 84
UTM 08N/ WGS 84
UTM 09N/ WGS 84
UTM 10N/ WGS 84
UTM 11N/ WGS 84

RANGE TENURE INFORMATION (Complete for all Range applications)	
*Application Purpose (new/amend)	NEW
*Application Description (eg. location or reason for application)	Temporary Non-Replaceable 1 Year Permit
*Tenure Number (required for amendments)	
*Range Tenure Type (required for new applications) (see table)	H03
*Forest District (geographic location of permit)	100 Mile House
*Authorized Harvestable Forage (tonnes)	54
*Issue Date	2005-01-01
Tenure Term	12 months

Range Tenure	Code
Grazing Licence	E01
Grazing Permit	E02
Hay Cutting Licence	H01
Hay Cutting Permit	H02, H03

RANGE BLOCK INFORMATION (Complete for all range applications) (add more columns for additional blocks)			
*Range Block ID	1		
*Application Purpose (New/ Amendment)	NEW		
*Hay Cutting Area (required if applicable)			
Reference Name (description/ location)	DIXON MEADOW		
*Provincial Forest (in/ out/ partially in)	IN		
Mapsheet reference	092P073		
*Spatial Data (file name) (IGDS or shape file with range block boundary as a polygon or multiple polygons- all blocks can be in the same file)	Grazing Permit Spatial Data.UTM		
*Legal Description - POC (eg. UTM coordinates from GPS traverse, metes and bounds, lat/ long)	98m E and 128m N of the SW corner of L.2798 of the LLD		

The development of **asLink** is the result of combining the experience and expertise of two companies well established as leaders in their fields for providing quality products and services.

