

Provincial Stream Crossing Inventory System (PSCIS)

User Guide

July, 2011

+ Document History

1.0	2010-11-08	Matt Brandwood – ENV	Original
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Overview

In short, the PSCIS data submission process works as follows:

- User sets up their 'PSCIS work area'...[link](#)
 - User saves a copy of the excel data capture template into the root of their 'PSCIS work area'
 - User sets up a 'sub folder' within work area to support an assessment, remediation or design submission
 - Users adds supporting data (i.e. photos, report, overview maps) into the respective 'sub folder'.
- Whether it be an assessment, remediation or design proposal, the process is largely the same
- [Data is entered into the spreadsheet template](#)

There is an excel template for each of assessment, remediation or design proposals. This guide outlines submission of an assessment project, but the process is essentially the same for each project type. The exception is that for design proposals or remediations, a submitter will need to supply the PSCIS_Crossing_ID for each record entered.

NOTE: Multiple assessments, remediations or design proposals can go on their respective templates but submission types cannot be mixed i.e. the assessment template cannot be used to submit details of remediations.
- Data is uploaded into the PSCIS system by completing the [Generate Submission] process, including:
 - [Submission validation and completion](#)
 - [Uploading spreadsheet data \(XML\)](#)
 - [Uploading supporting data \(typically photos\)](#)

Warning

It should be noted that the excel spreadsheet contains various **macros and code** that rely on the spreadsheet being setup in a certain way. Macros must be turned on in order for the built-in data validation to work. It is recognised that despite best efforts, spreadsheets can be manipulated in a number of ways such as renaming and reordering and even inserting fields amongst other things. We would request that you not tamper with the spreadsheet at a structural level and not seek to 'customize' it in any way and simply use it for data entry / submission purposes in the manner described below.

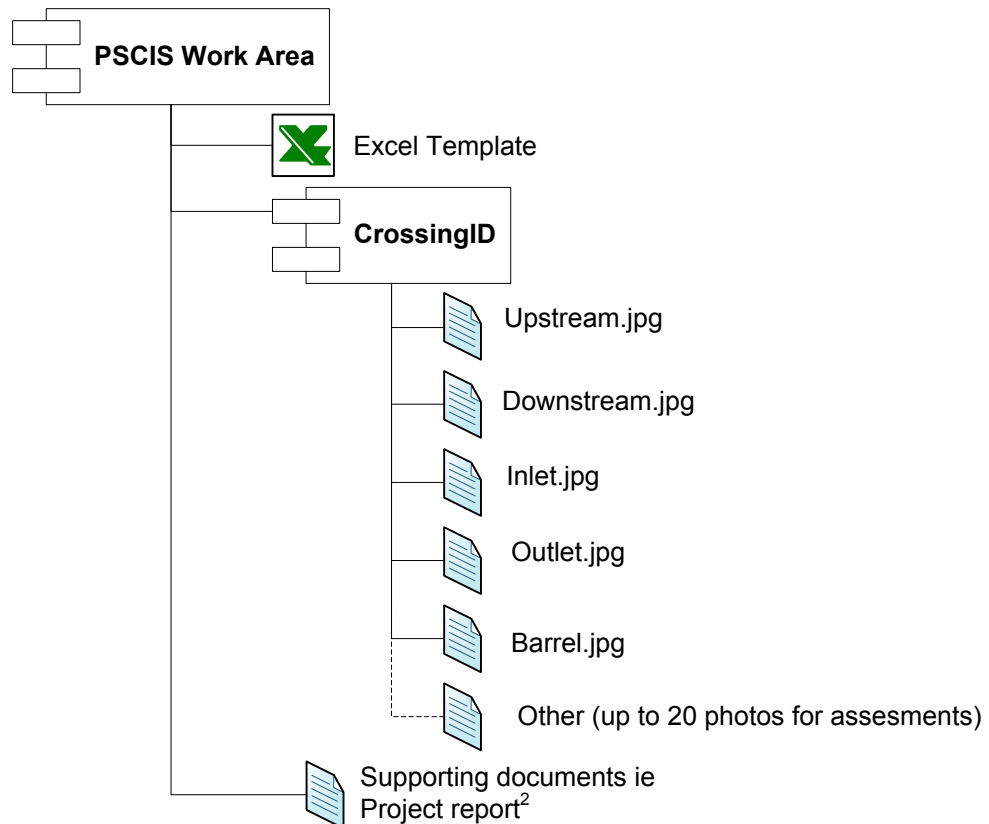
Users may make multiple submissions using multiple spreadsheets – all of the data for a project does not have to be entered at once. In fact, if your project contains more than 200 records, you should break it up into more manageable chunks so as not to overload the system. The database will be able to summarize all of the data for a given Project ID.

Setting up your PSCIS work area

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Your PSCIS work area can be anywhere on your PC. Avoid using a networked drive - zipping files can be sluggish over a network.

The work area should contain files and folders in a specific way and to meet specific naming standards in order to pass 'validation', specifically:



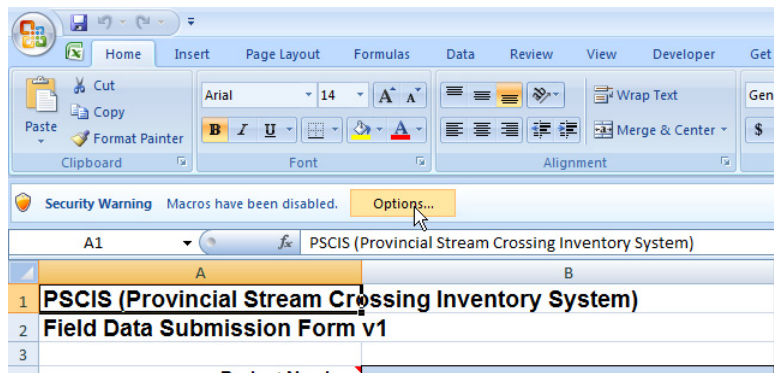
¹ Each Work area and the excel template can facilitate the submission of multiple 'assessments', 'redmediations' or 'designs'. Each would require it's own assesment folder
NOTE: submission types cannot be mixed ie an excel template cannot be used to submit 'assessments' AND 'remediations'

² Project report is:
-optional for 'Assesments'
-mandatory for 'Designs' and 'Remediations'

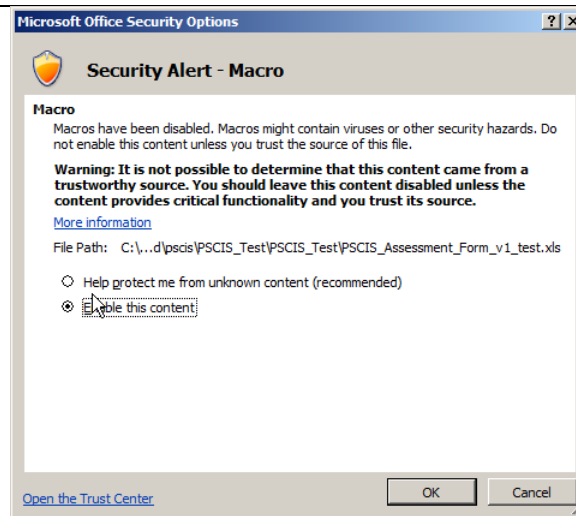
Entering Raw Data

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1. Open the Excel template that you've copied into your PSCIS working directory



If prompted, be sure to **ENABLE MACROS** by clicking [Options]



2. Select [Enable Content]

Click [OK]

3. Complete the [Cover Page]

4. Open the [PSCIS Assessment Worksheet]

For each assessment, enter the data in a separate row.

Do not skip any rows. Any data entered below a skipped row will not be validated or submitted.

Preparing Support Data (typically photos)	top
<p>5. Once completed, the spreadsheet should contain a number of rows, each representing the assessment of a different stream crossing.</p> <p>As described previously, each row / assessment / stream crossing should have a corresponding sub folder within the PSCIS working folder- with precisely the same name as the matching [My Crossing Reference] field.</p> <p>This sub folder should contain mandatory as well as any additional supporting data for the given row / assessment – typically photos.</p> <p>This can be seen in the example below where:</p> <ul style="list-style-type: none">- An assessment of [Crossing 3] has been carried out- The location of the PSCIS working Directory can be seen – [c:\users\matbrand\PSCSWorkingDir]- The PSCIS working directory contains sub folders that contain supporting data for each of the assessments documented in the excel file – in this case for Crossing 1, Crossing 2, Crossing 3 and Crossing 4.- In the example below, the [Crossing 3] sub folder has been opened to show that it contains the minimum 5 photos – [Barrel], [Downstream], [Inlet], [Outlet],[Upstream].	

PSCIS_Assessment Form_97.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Get Started Acrobat

Paste Cut Copy Format Painter Clipboard Font Alignment Number Conditional Formatting

F6 320427

1 A B C D E F G I

2 Validate Assessment Generate Submission Clear **PSCIS Assessment Worksheet**

3 Location and Overview Information

Date of Assessment	PSCIS Crossing ID	My Crossing Reference	Crew Members	UTM Zone	Easting	Northing	Stream Name	Road Name
2011-01-01		Crossing 1	Boh				2862 Rhbs Stream	Rhbs Road
2011-01-01		Crossing 2	Bo					
2011-01-01		Crossing 3	Bo					
2011-01-01		Crossing 4	Bo					

Stream Crossing

PSCIS Working Folder

VISTA (C:) \ Users \ matbrand \ PSCISWorkingDir

Organize Views Burn

Name	Date modified	Type	Size	Tags
PSCIS_Assessment Form_97.xls	2011-06-20 4:05...	Microsoft Office ...	2,026 KB	
Crossing 4	2011-06-20 4:06	File Folder		
Crossing 3				
Crossing 2				
Crossing 1				

Corresponding Sub-Folder in PSCIS working folder

Crossing 3

Organize Views Slide Show Burn

Name	Date taken	Tags	Size	Rating
Barrel.JPG	2008-12-18 10:4...		412 KB	☆☆☆☆☆
Downstream.JPG	2008-12-18 10:3...		353 KB	☆☆☆☆☆
Inlet.JPG	2008-12-18 10:4...		633 KB	☆☆☆☆☆
Outlet.JPG	2008-12-18 10:4...		553 KB	☆☆☆☆☆
Upstream.JPG	2008-12-18 10:4...		507 KB	☆☆☆☆☆

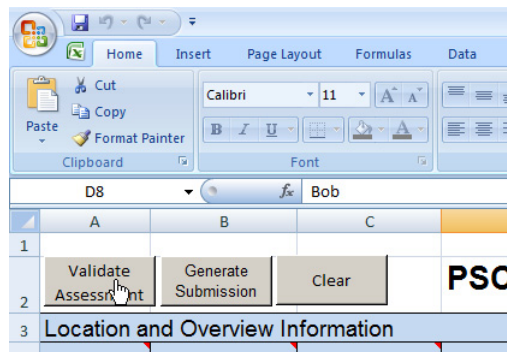
Mandatory photos (for an assessment) within folder, named appropriately

Validating Data

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6. When you are happy that you have completed the excel template and that the required supporting sub folders are in place within the working folder , the next step is to use the functionality built in to the spreadsheet to validate your data prior to submission.

7. Click [Validate Assessment] as shown below

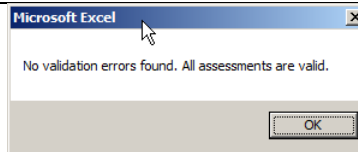


8. The data entered into the [Cover Page] worksheet will be summarised in a form where it can be checked and corrected / edited if required.

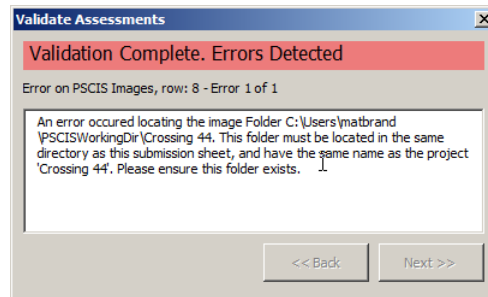
When you are happy to proceed, click [Start]

A screenshot of a 'Validate Assessments' dialog box. It contains several input fields for project and client information. The fields are: FIA Project Number (UTMTEST001), Project Name (UTM Test), Responsible Client Number (00001644), Responsible Client Contact Name (David Ash), Responsible Client Contact Phone # (250-385-1234), Responsible Client Contact Email (dash@vividolutions.com), Consultant Client Number (00001645), Consultant Client Contact Name (Bob Smith), Consultant Client Contact Phone # (250-123-4567), Consultant Client Contact Email (dash@vividolutions.com), Project Budget (99.99), and Funding Source (FIA). A 'Start >>' button is located at the bottom right.

9. Once the validation is complete, you will be presented with one of two scenarios:
 - a. All data were successfully validated. Simply click [OK] on the dialog below and proceed to [\[Generate Submission\]](#) when ready.



b. If validation is not passed, you will see something like:



The issue will be summarized for you.

If there are multiple issues, they can be 'navigated' by clicking [back] or [next]

To correct any mistakes, click [x] to go back to the spreadsheet and make changes as required.

All the issues captured by the validation process are also summarized in the [errors] worksheet

Once corrections have been made, click [validate assessment] again and ensure that all issues are resolved prior to proceeding to [\[Generate Submission\]](#)

Making a submission

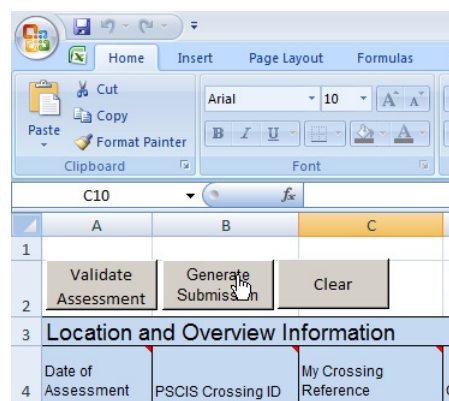
[top](#)

10. Once you have successfully validated your excel workbook, you can proceed to submit the data into the PSCIS system.

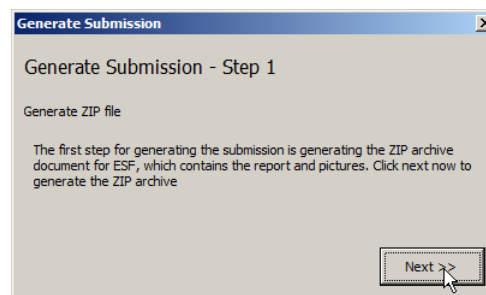
This requires the completion of a number of steps whereby the system will 'package' up (zip up) the contents of your PSCIS working directory and will then walk you through a series of steps that will require you to identify where certain files are- much like when you complete a tax return.

Uploading supporting data (typically photos)

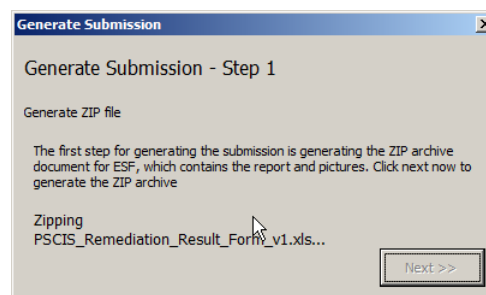
11. Begin by clicking [generate submission]



12. Click [next]



13. The system will then begin the process of preparing your submission for loading



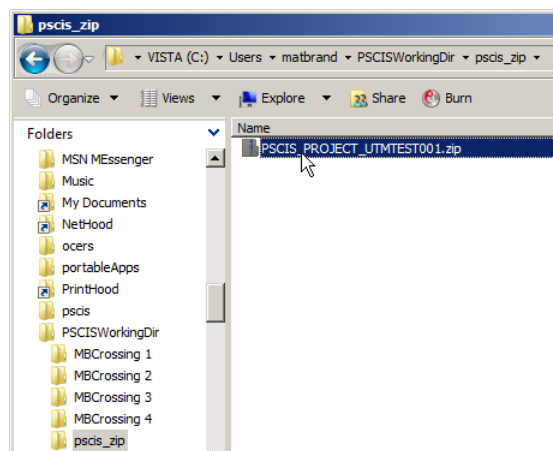
14. Once completed, a new folder inside of your [PSCIS working folder] will have been created called [pscis_zip].

Within [pscis_zip] will be a zip file named to match your [project number] as defined on your [cover page] worksheet.

In the example below the newly created pscis_zip folder is located at:

C:\Users\matbrand\PSCISWorkingDir\pscis_zip

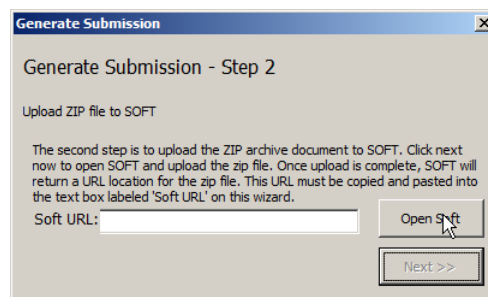
The zip file within the pscis_zip folder is called PSCIS_PROJECT_UTMTEST001.zip, the [project number] being UTMTEST001- as defined on the [cover page]



15. You are now required to upload the zip file into the PSCIS system using the SOFT tool.

Once the zip process is complete, you will be presented with the dialogue below.

Click [Open Soft] to open SOFT tool within your default web browser.



16. Click [Browse] when you see the SOFT web page

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Ministry of Environment

File Transfer Service

This service allows you to upload a file for transfer to another person. When you upload the file, the service creates a unique Internet location (URL) for the file, which you can email to other people. Then they use the URL to download the file. After a few days, the uploaded file will be automatically deleted.

Notes:

1. Contents that are uploaded are only accessible using a specific URL but are not encrypted in transit or while stored: this service is not appropriate for sensitive information. Only use this service in situations where you might otherwise use email, as it provides a similar level of security to email.
2. Anything uploaded may be subject to the [Freedom of Information and Protection of Privacy Act](#).
3. To send multiple files or directory structures, zip the files/directories before uploading.
4. This service will not work for files larger than 2GB.
5. Content uploaded from outside BC Government can only be accessed from inside BC Government network. Your computer is currently inside the BC Government network.

File to Upload:

Keep the file available for download for how long?

☐ 1 day ☐ 3 days ☒ 7 days ☐ 14 days

You are inside the BC Government network, so you may choose to make uploaded content available anywhere on the Internet, or to restrict its access to BC Government only.

☒ Download from anywhere ☐ BC Government only

 [TOP](#)

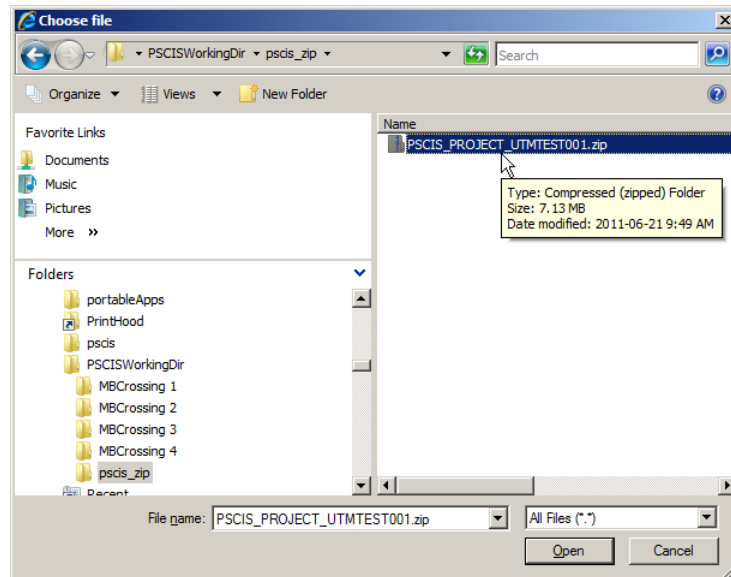
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17. Navigate to the location of your zip file and select the zip file itself.

In the previous example –

C:\Users\matbrand\PSCISWorkingDir\pscis_zip\ PSCIS_PROJECT_UTMTEST001.zip

Click [open]



Click [Upload File]

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19. SOFT will then upload your zip file



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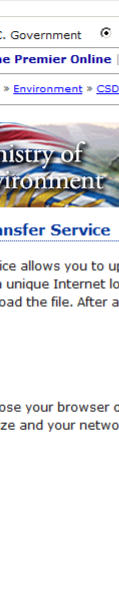
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Ministry of Environment

File Transfer Service

This service allows you to upload a file for transfer to another person. When you upload the file, the service creates a unique Internet location (URL) for the file, which you can email to other people. Then they use the URL to download the file. After a few days, the uploaded file will be automatically deleted.

Please wait while your file uploads...



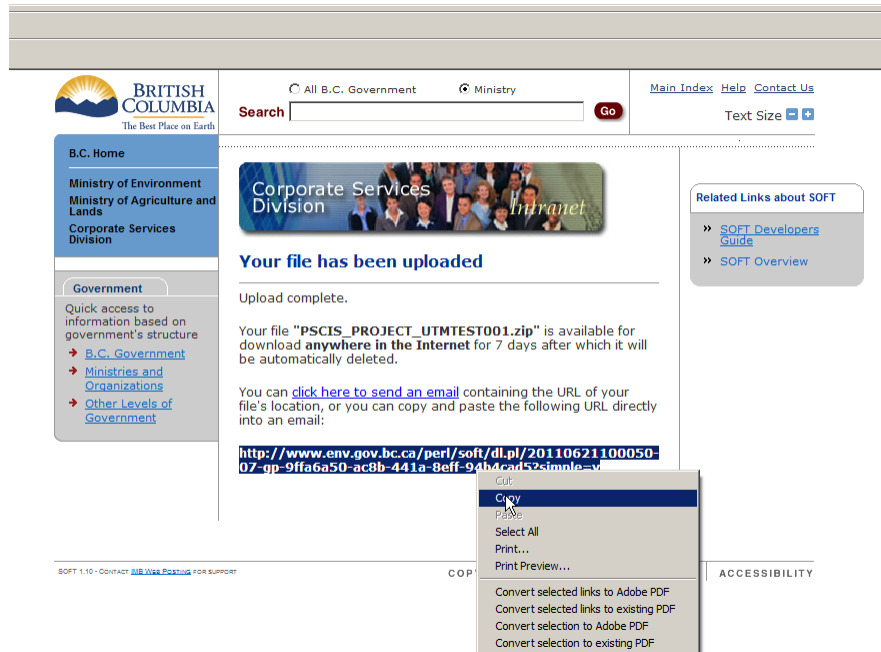
Do not close your browser or interrupt the upload until it has finished. This may take a long time, depending on the file size and your network speed.

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20. Once the upload is complete (may take some time for larger zip files), you will be presented with a confirmation screen similar to the below.

Select the path (location) of the newly uploaded zip file by selecting the path and:
right clicking and selecting [copy], or
pressing [ctrl & c]



21. Return to your excel spreadsheet and in the [Soft URL] field paste the path that you copied from SOFT by:

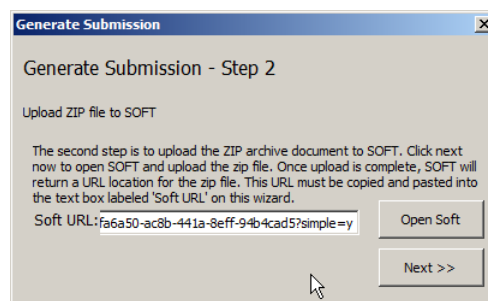
Placing the cursor in the [Soft URL] text box

Press [ctrl & V].

In the example below, the path has been pasted in:

<http://www.env.gov.bc.ca/perl/soft/dl.pl/20110621100050-07-gp-9ffa6a50-ac8b-441a-8eff-94b4cad5?simple=y>

Click [Next]

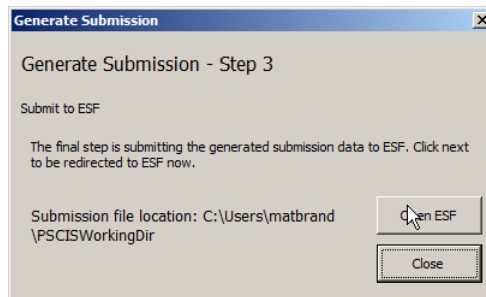


At this point, you have successfully uploaded your data sheet and supporting files (photos, report, overview maps) into the PSCIS system. The final step is to submit the data entered into the spreadsheet in XML format.

The XML conversion is handled automatically by the functionality coded into the spreadsheet and simply requires you to see out the balance of the [Generate Submission] steps as described below

Uploading spreadsheet data (XML)

22. To finalize your submission, click [Open ESF]



23. If required, login using your IDIR or BCEID credentials

A screenshot of the British Columbia government login page. At the top left is the British Columbia logo. At the top right is a "Help" link with a question mark icon. Below the logo is a "Logon" tab. The main content area has a heading "testapps18.for.gov.bc.ca requires you to logon." followed by a dotted line. Below this, there are two tabs: "Internal Government User (IDIR)" and "BCEID User". The "Internal Government User (IDIR)" tab is active, showing fields for "Username:" (with "matbrand" entered) and "Password:" (with masked characters). To the right of these fields is a "Next" button. Below the "Next" button is a small "Next" button with a mouse cursor hovering over it. To the right of the login fields is a "» Contact Us" link. At the bottom of the page, there is a footer with links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY".

24. Click [Upload submission]

The screenshot shows the 'Electronic Submission - Welcome' page of the British Columbia Ministry of Forests and Range. The page has a blue sidebar on the left with the B.C. HOME logo and navigation links: 'Electronic Submissions' (with sub-links: Welcome, Upload Submission, Search, View Types) and 'Related Links' (Business Application Support Center, ESF Information Web Site). The main content area has a breadcrumb trail: 'B.C. Home > Forests and Range > Electronic Submissions > Welcome'. Below the breadcrumb is the title 'Electronic Submission - Welcome' and user information: 'Organization: BC Government' and 'User: Matt Brandwood'. A welcome message follows: 'Welcome to the MoFR Electronic Submission Site'. Below this, a text block explains the site's purpose: 'From this site you will be able to "Make a New Submission", "Search for information about your submissions" or "View and download files to support Submission Types"'. Three main actions are listed with arrows: 'Upload Submission' (Upload a new document for processing by the government.), 'Search' (Search for a submission you have already made, and check the status of it. Some submissions may take some time to be accepted. You may also be notified via email as to the status of the submission.), and 'View Types' (View the types of submissions currently supported by this website. From here you can download the schema's that are used to validate a submission.). At the bottom, there is a footer with the text 'ESF001 (v02.05.00) - on BRANDY in TEST - 2011-06-22 09:51' and links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

25. From the [Choose submission type] combo, select the[PSCIS – Provincial Stream Crossing] option

The screenshot shows the 'Electronic Submission - Upload Submission' page. The breadcrumb trail is 'B.C. Home > Forests and Range > Electronic Submissions > Upload Submission'. The title is 'Electronic Submission - Upload Submission' and the user is 'Matt Brandwood'. The page has a section titled 'Upload Submission' with three main fields: 'Choose Submission Type:', 'User Reference:', and 'Browse or Enter Submission File:'. The 'Choose Submission Type:' field has a dropdown menu open, showing a list of submission types. The list includes: 'Harvest Application', 'Opening Submission', 'As-Built Roads Submission', 'FTC', 'WASTE', 'Startup Notification', 'LEXIS', 'Test Schema', 'FSP - Forest Stewardship Plan Submission', 'Edited Unit Test Schema (disabled)', 'Edited Unit Test Schema2 (disabled)', 'Edited Unit Test Schema (disabled)', 'Invasive Alien Plant Program', 'Edited Unit Test Schema3', 'Edited Unit Test Schema 12', and 'PSCIS - Provincial Stream Crossing Submission'. The 'PSCIS - Provincial Stream Crossing Submission' option is highlighted. To the right of the dropdown is a 'Browse...' button. Below the dropdown, there is a section titled 'Mandatory Fields.' At the bottom, there is a footer with the text 'ESF002 (v02.05.00) - on BRANDY in TEST - 2011-06-22 09:55' and links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

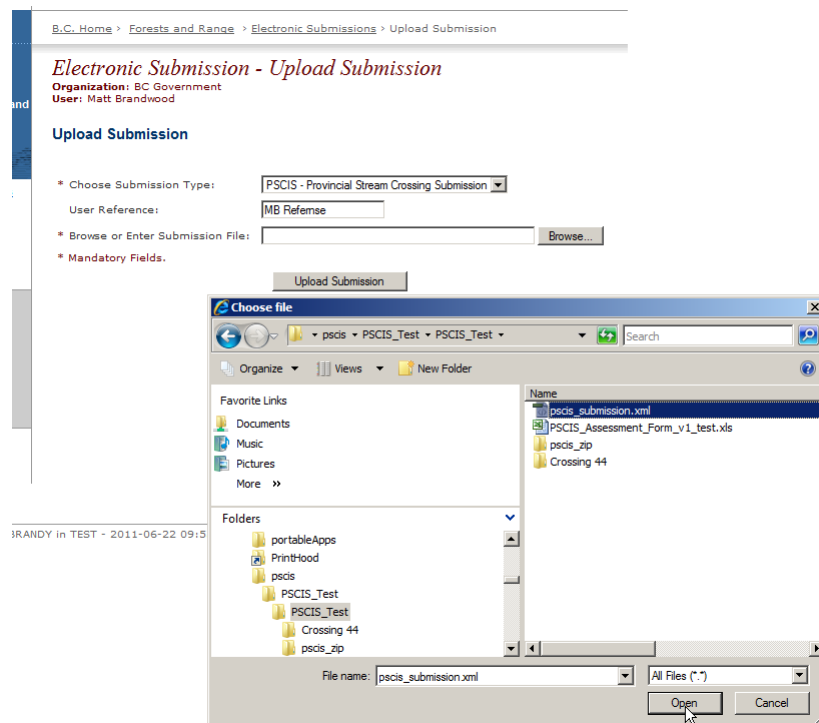
26. Enter a meaningful user reference that will help you identify which submission this is should you need to track it within the system.

Click [Browse] to indicate the location of your XML file to the system.

The screenshot shows a web application interface for uploading a submission. The title is "Electronic Submission - Upload Submission". Below the title, it says "Organization: BC Government" and "User: Matt Brandwood". The main heading is "Upload Submission". There are three main sections: "Choose Submission Type:" with a dropdown menu set to "PSCIS - Provincial Stream Crossing Submission"; "User Reference:" with a text input field containing "MB Refemse"; and "Browse or Enter Submission File:" with a text input field and a "Browse..." button. Below these is a "Mandatory Fields." section and an "Upload Submission" button.

27. Note: The XML file is created automatically by the [Generate Submission] process and resides in the same directory as the excel spreadsheet / the PSCIS working folder as can be seen below.

Select the [pscis_submission.xml] file and click [open].



28. Click [Upload submission]

Search [Advanced Search](#) [Contact Us](#) [Help](#)

[B.C. Home](#) > [Forests and Range](#) > [Electronic Submissions](#) > Upload Submission

Electronic Submission - Upload Submission
Organization: BC Government
User: Matt Brandwood

Upload Submission

* Choose Submission Type:

User Reference:

* Browse or Enter Submission File:

* Mandatory Fields.

Submission validation and completion

29. The submission will first be validated by the system.

In the event of any errors they will be displayed similar to the below. .

To correct issues, return to the excel spreadsheet and make amendments as required before returning to step 6.

[B.C. Home](#) > [Forests and Range](#) > [Electronic Submissions](#) > [Upload Submission](#)

Electronic Submission - Validation Error

Organization: BC Government
User: Matt Brandwood

Submission Summary: Validation Failure

File Submission Type:	PSCIS
File Name:	pscis_submission.xml
File Size:	5.331KB
Submission Timestamp:	2011-06-22 09:57:14
User Reference:	MB Refernse

The following errors were received during the validation of your submission:

[Error]47173.xml:5:64: cvc-pattern-valid: Value '250 123 4567' is not facet-valid with respect to pattern '[0-9][0-9][0-9][0-9][0-9][0-9][0-9][0-9]' for type 'TelephoneNumberType'.
Line: 5 Column: 64: Value '250 123 4567' is not one of the valid values for type 'as:telephoneNumber'.

[Error]47173.xml:20:113: cvc-pattern-valid: Value '250 3851234' is not facet-valid with respect to pattern '[0-9][0-9][0-9][0-9][0-9][0-9][0-9][0-9]' for type 'TelephoneNumberType'.
Line: 20 Column: 113: Value '250 3851234' is not one of the valid values for type 'pscis:responsiblePartyContactPhoneNumber'.

[Error]47173.xml:24:102: cvc-pattern-valid: Value '250 123 4567' is not facet-valid with respect to pattern '[0-9][0-9][0-9][0-9][0-9][0-9][0-9][0-9]' for type 'TelephoneNumberType'.
Line: 24 Column: 102: Value '250 123 4567' is not one of the valid values for type 'pscis:consultantContactPhoneNumber'.

30. Upon successful validation you will receive the following message.

To complete the submission, simply click [Finalize Submission]. Make sure you select the email address that you would like notifications to go to.

The screenshot shows the 'Electronic Submission - Confirm Submission' page on the British Columbia government website. The page is titled 'Electronic Submission - Confirm Submission' and displays submission details for a user named Matt Brandwood. The submission is confirmed, and the user is prompted to select an email address for notifications. The page includes a sidebar with navigation links, a search bar, and a footer with copyright and accessibility information.

British Columbia

By Submission Id ☐ By User Reference ☐

Search [Advanced Search](#) [Main Index](#) [Contact Us](#) [Help](#)

B.C. HOME [Forests and Range](#) [Electronic Submissions](#) [Upload Submission](#)

Electronic Submission - Confirm Submission

Organization: BC Government
User: Matt Brandwood

Submission Summary: Submission Validated

File Submission Type: PSCIS - Provincial Stream Crossing Submission
File Name: pscis_submission.xml
File Size: 5KB
Submission Timestamp: 2011-06-22 10:09:15
User Reference: mbref

We have received the following in your submission:

Submission Validated

Which email address would you like the Submission Status Messages to be sent to?

There can be no notification if the email is undeliverable. Please ensure the address is correct and come back to this site if notification has not been received within a day.

What would you like to do now?

Finalize the submission for processing by the ministry.
 Cancel the submission process and do not send to the ministry.

ESF003 (v02.05.00) - on BRANDY in TEST - 2011-06-22 10:09 COPYRIGHT | DISCLAIMER | PRIVACY | ACCESSIBILITY

31. You will then receive the following confirmation message at which point your submission will begin working its way through the system. Your submitted data should be viewable within PSCIS <link> a day after the submission processing is completed.

The screenshot shows the British Columbia PSCIS website. The header includes the British Columbia logo, a search bar with 'By Submission Id' and 'By User Reference' options, and links for 'Advanced Search', 'Main Index', 'Contact Us', and 'Help'. The left sidebar contains 'B.C. HOME' with links to 'Ministry of Forests and Range' and 'Ministry of Agriculture and Lands', followed by 'Electronic Submissions' with links for 'Welcome', 'Upload Submission', 'Search', and 'View Types'. Below this is a 'Related Links' section with links to 'Business Application Support Center @ 250-987-8888' and 'RSP Information Web Site'. The main content area is titled 'Electronic Submission - Complete Submission' and shows submission details for user 'Matt Brandwood'. The details include: Submission ID: 47180, File Submission Type: PSCIS - Provincial Stream Crossing Submission, File Name: pscis_submission.xml, File Size: 5KB, Submission Timestamp: 2011-06-22 10:09:15, and User Reference: mbref. A message states: 'The file has been successfully submitted and queued for processing. You may receive courtesy e-mails throughout the approval process.' A note at the bottom of the message area says: 'Please periodically check the status of your submission by visiting the Search Page.' The footer contains the text 'ESF004 (v02.05.00) - on BRANDY in TEST - 2011-06-22 10:17' and links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

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Electronic Submission - Complete Submission

Organization: BC Government
User: Matt Brandwood

Submission Successfully Queued

Submission ID: 47180
File Submission Type: PSCIS - Provincial Stream Crossing Submission
File Name: pscis_submission.xml
File Size: 5KB
Submission Timestamp: 2011-06-22 10:09:15
User Reference: mbref

The file has been successfully submitted and queued for processing. You may receive courtesy e-mails throughout the approval process.

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Related Links

- [Business Application Support Center @ 250-987-8888](#)
- [RSP Information Web Site](#)

ESF004 (v02.05.00) - on BRANDY in TEST - 2011-06-22 10:17

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PSCIS High Level Work Flow

22 June 2011

