

Navigating FSP

Accessing FSP

The Forest Stewardship Plan (FSP) Tracking System can be accessed by any computer that meets Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) standards and is connected to the Internet.

You can access the FSP Tracking System by going to: <http://www.for.gov.bc.ca/his/fsp/>. Providing you have been granted security access, select “FSP Application” to launch the FSP Tracking System. NOTE: Training and support information is also available on the website listed above.

Understanding Security

Ministry, including B.C. Timber Sales (BCTS) and other government staff, must have a valid IDIR account and licensees must have a valid BCeID in order to apply for access to the FSP Tracking System. Users can request access to the application by completing the “Application Access form for FSP” found on the web site listed above under the link labeled “How to get Access”. Access roles are described below.

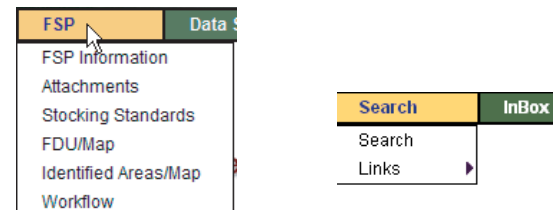
Access Role	Authorized Functions	User Groups
FSP Viewer	Allows users to search and read an approved FSP and/or amendment for the user's organization. Does not permit modification of data.	Licensees and BCTS
FSP Submitter	Typically a licensee or BCTS who submits FSPs, amendments and extensions.	Licensees and BCTS
FSP Reviewer	A MFLNRO District staff member who reviews the FSP content.	MFLNRO Field Services
FSP Decision Maker	Typically the MFLNRO District Manager, who will approve or reject the FSP. Can also provide an Opportunity To Be Heard (OTBH) and/or Request Clarification.	MFLNRO Field Services
FSP View All	Provides the ability for users to search for and read all approved FSPs and amendments. Does not permit modification of data.	Licensees/BCTS/Government

Using Menus/Tabs to find your way around!

The FSP Tracking System has a series of menu items in the top navigation bar and tabs in the middle of some screens to help you navigate within the application and within a specific Forest Stewardship Plan (FSP). Each menu item represents a separate function in the FSP Tracking System while each tab takes you to a different section of the FSP or amendment.

Menus

Use searches and drop-down menus to navigate to the desired FSP.



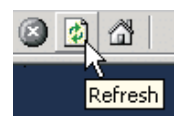
Tabs

Use tabs in the middle of the screen to navigate within an FSP—for example, to enter or view FSP information, attachments, stocking standards and maps.



Web Tips!

- You should always start a fresh browser session before using the FSP Tracking System—hit the refresh button before you start your new session.



- Always complete each task before leaving your workstation unattended in case you lose your Internet connection. Be sure to press “Save” after each screen to ensure your information is written to the database.
- Use the menu items and tabs in the FSP Tracking System to move around and NOT the browser buttons at the top of the page.

Contact Information

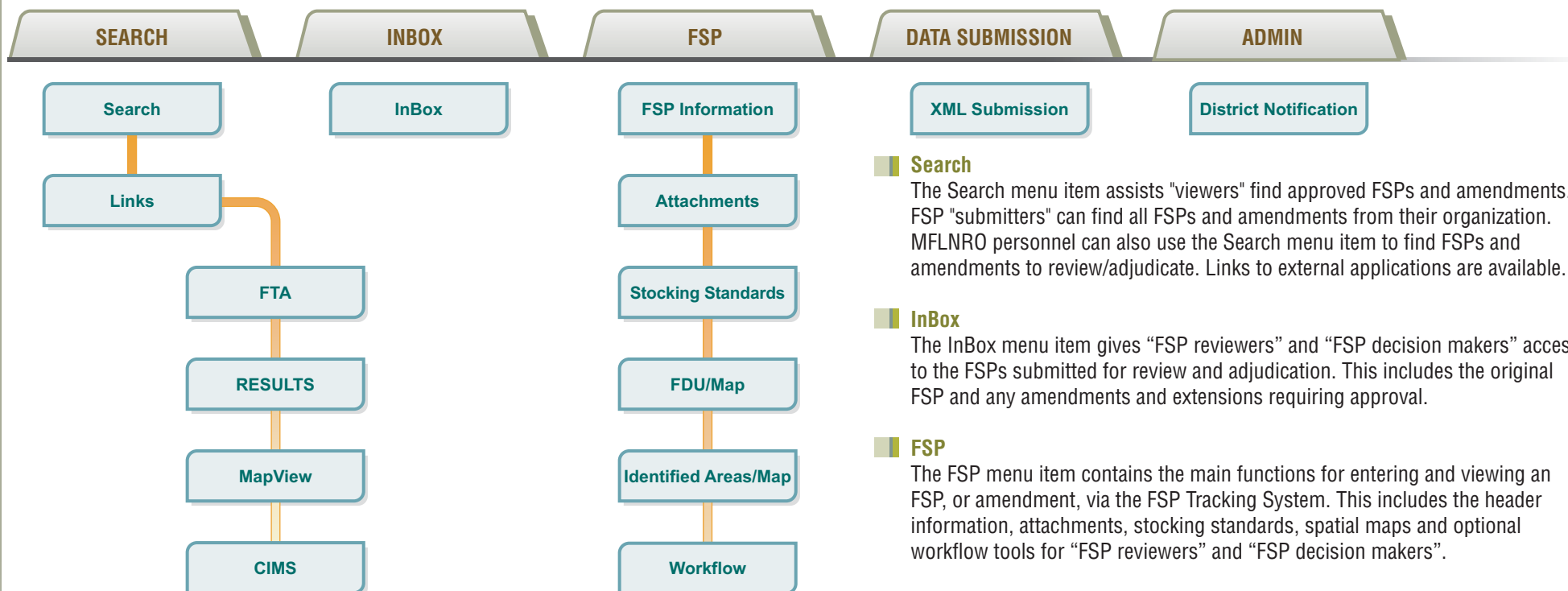
If you are having technical difficulties with the application, please look at the training materials, the on-line help and Question and Answer section of the web site. If you still have a question, contact the Natural Resource Sector Service Desk through:

Email: NRS.ServiceDesk@gov.bc.ca

Phone: 250-952-6801 or 1-866-952-6801

They are available Monday to Fridays 8:00am to 4:30pm except over the lunch hour (12:00-1:00pm).

FSP Navigation Tree



- **Search**
The Search menu item assists "viewers" find approved FSPs and amendments. FSP "submitters" can find all FSPs and amendments from their organization. MFLNRO personnel can also use the Search menu item to find FSPs and amendments to review/adjudicate. Links to external applications are available.
- **InBox**
The InBox menu item gives "FSP reviewers" and "FSP decision makers" access to the FSPs submitted for review and adjudication. This includes the original FSP and any amendments and extensions requiring approval.
- **FSP**
The FSP menu item contains the main functions for entering and viewing an FSP, or amendment, via the FSP Tracking System. This includes the header information, attachments, stocking standards, spatial maps and optional workflow tools for "FSP reviewers" and "FSP decision makers".
- **Data Submission**
Opens directly to the Electronic Submission Framework (ESF) website for submission of an FSP, or amendment, via ESF (using an XML/GML file).
- **Admin**
Enables MFLNRO districts to setup a notification list of personnel that will be automatically sent an email when an FSP or amendment or extension is submitted.

Viewing an approved FSP

