

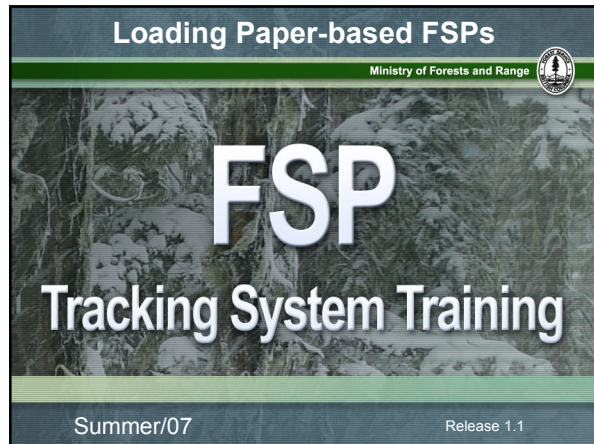


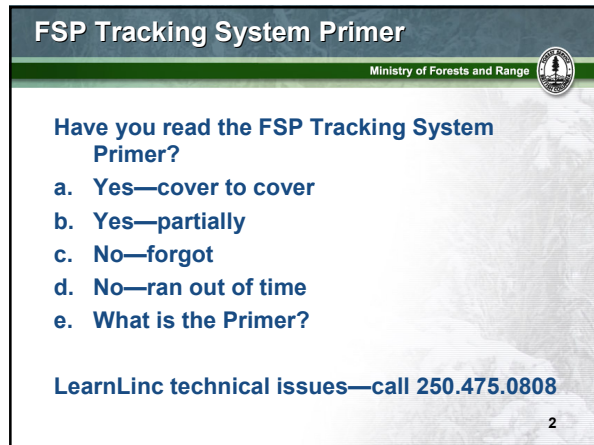
Loading Paper-based FSPs into the FSP Tracking System

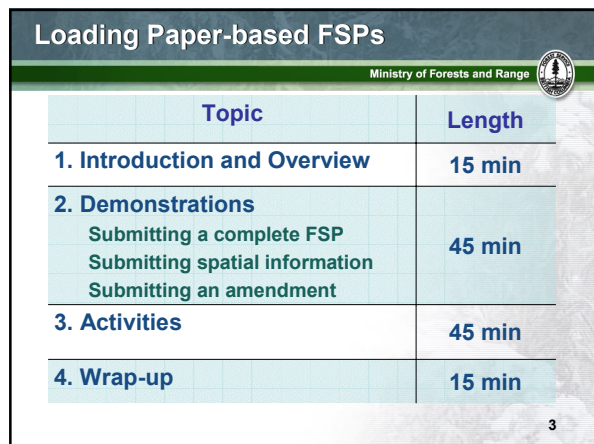
Participant Guide

FSP Tracking System Training Program

*Release 1.1
Summer, 2007*







Objectives

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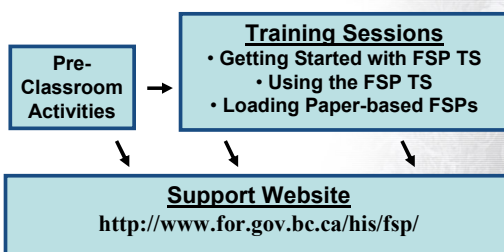


- How to submit a complete FSP
- How to submit spatial information
- How to submit an amendment to an approved FSP
- How to get started / support

4

Training and Support Program

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5

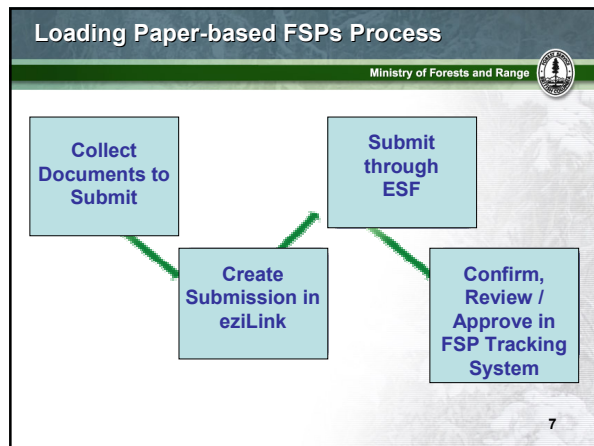
Loading Paper-based FSPs

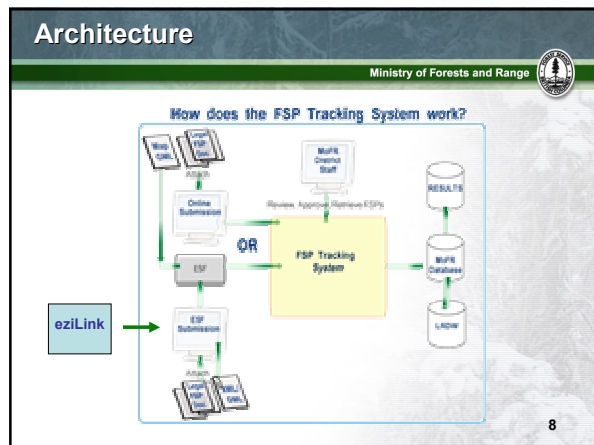
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Overview

6





Access to the FSP Tracking System

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Role	Description
Submitter	Submit FSPs & amendments
Reviewer	Review FSPs & amendments
Decision Maker	Approve FSPs & amendments
View All	View all approved FSPs
View Only	View approved FSPs submitted by organization
Administrator	Add/change/delete/view FSPs

9

Loading Paper-based FSPs

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Demonstrations

Submit a complete FSP
Submit spatial information
Submit an amendment

10

Demo—Submit a Complete FSP

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Demonstration:

Submit a complete FSP

11

Summary—Submit a Complete FSP

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- ✓ Create XML/GML file containing
 - FSP header information
 - FDU boundaries
 - Stocking standards
- ✓ Submit XML/GML file through ESF
 - ✓ Attach FSP legal document and other documents
- ✓ Confirm, review and approve FSP in FSP Tracking System

12

Demo—Submit Spatial Information

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Demonstration:

Submit Spatial Information

13

Summary—Submit Spatial Information

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- ✓ **Create XML/GML file containing**
 - **FDU boundaries**
- ✓ **Submit XML/GML file through ESF**
- ✓ **Confirm FDU boundaries loaded with FSP**

14

Demo—Submit an Amendment to FSP

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Demonstration:

Submit an Amendment to Approved FSP

15

Amendments to an FSP

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Original FSP

- Plan
- Map
- Stocking standards
- Supporting documents

Amendment 1

- Plan
- Map
- Stocking standards
- Supporting documents

Amendment 2

Amendment 3

16

Summary—Submit an FSP Amendment

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- ✓ Confirm amendment requires approval
- ✓ Create XML/GML file containing any changes to FSP
- ✓ Submit XML/GML file through ESF
 - ✓ Attach amended documents including amended FSP legal document and the amendment description
- ✓ Confirm amendment in FSP Tracking System
 - Not requiring approval—status of "approved"
 - Requiring approval—status of "submitted"

17

Loading Paper-based FSPs

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Activities

18

Activity Logistics

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- **Work in own location**
 - Use the MOFR test environment
 - Use assigned user-id and passwords
- **Conduct activities 1-3 (time permitting)**
 - Follow instructions in handout "Activity Instructions"
- **Raise hand**
 - When done
 - If questions

19

Loading Paper-based FSPs

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Summary and Wrap-Up

20

FSP Tracking System Website

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- **Access application**
- **Request access to application**
- **Obtain application information**
 - Bulletins
 - Communiqués
- **Access help desk**
 - Application help
 - Questions and answers
 - Online help
- **Obtain and/or view training**

<http://www.for.gov.bc.ca/his/fsp/>

21

Obtaining Support

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- **Business process—(AGFSP)**
<http://www.for.gov.bc.ca/hth/timten/AGFSP>
- **FSP Tracking System—Tiered support**
<http://www.for.gov.bc.ca/his/fsp/>
 - Training
 - Online help
 - Questions and answers
 - Application help
(FORHISP.APPHELP@gov.bc.ca)

22

Review of Learning Objectives

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- How to submit a complete FSP
- How to submit spatial information
- How to submit an amendment to an approved FSP
- How to get started / support

23

Next Steps

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- **Complete training evaluation**
<http://www.for.gov.bc.ca/his/training/survey/fsp/loading>
- **Ensure you have authority to access MOFR application websites (e.g., IDIR, BCellD)**
- **Request access role (e.g., submitter, view only, view all) on website:**
<http://www.for.gov.bc.ca/his/fsp/>
- **Work in teams**
 - Geomatics
 - Tenures / stewardship

24

