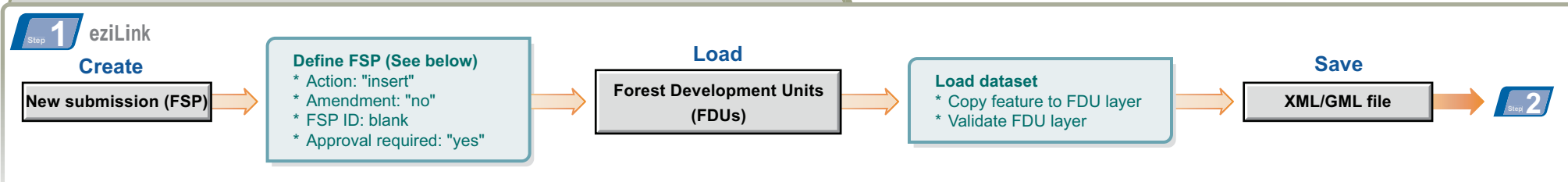
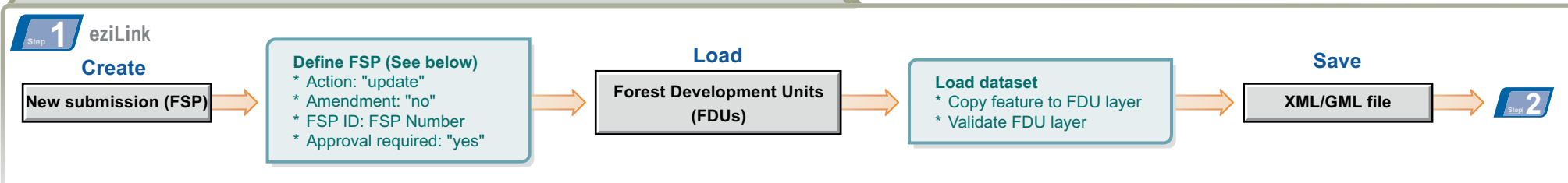


FSP Task Loading a Paper-based FSP

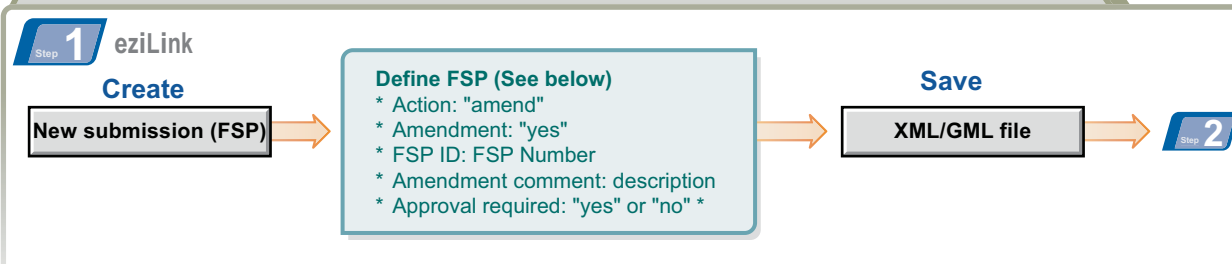
Create an XML/GML File for a Complete Submission (in eziLink)



Create an XML/GML File for a Spatial Only Submission (in eziLink)



Create an XML/GML File for an Amendment (in eziLink)



* Enter "yes" if amendment requires approval; otherwise enter "no"

Defining the FSP in eziLink involves providing the following information:

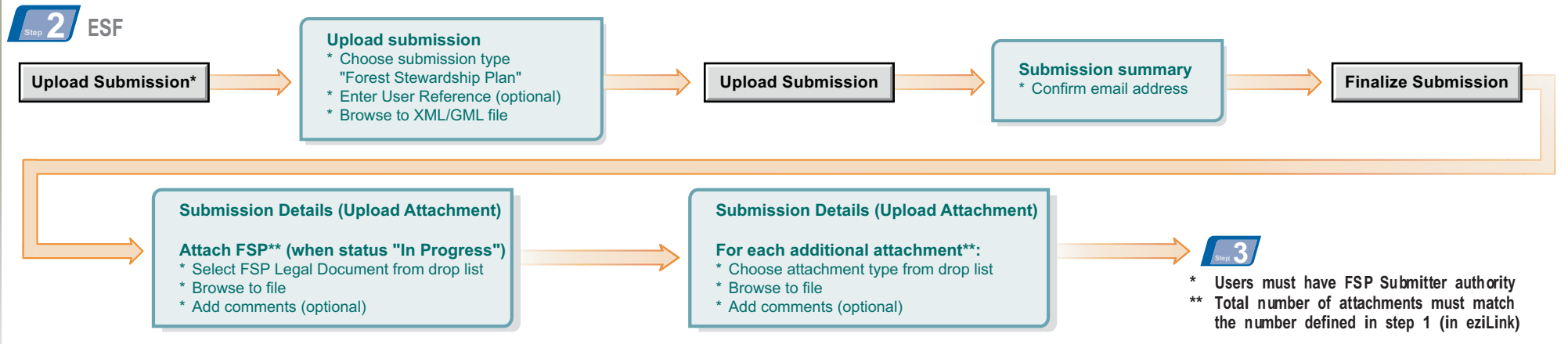
Enter ESF Submission Metadata:
* email and telephone # of submitter

Enter Client Information:
* name, email and telephone # of licensee contact
* number of FSP attachments (must match attachments in step 2-ESF)

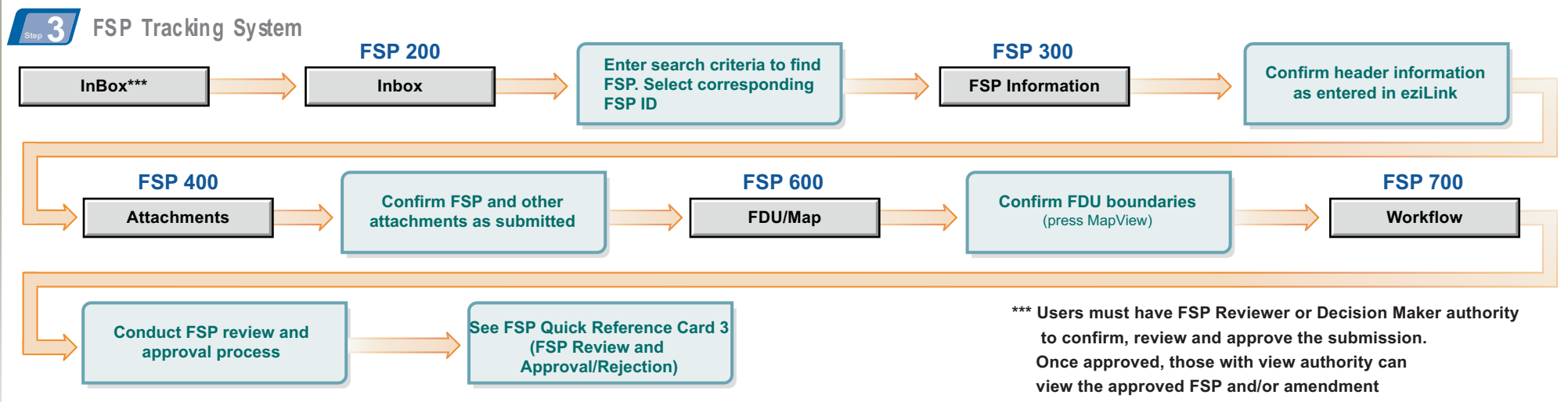
Enter FSP Information:
* Action = see above
* Amendment = see above
* FSP ID = see above
* FSP Name = from FSP
* Plan Term Years = from FSP
* Plan Term Start Date = from FSP or date DDM approved FSP

Enter FSP Information (cont.)
* Amendment comment = see above
* Approval required = see above
* Administrative District Codes = from FSP
* Plan Holder Client Numbers = from FSP
* Existing Standard Unit IDs = from FSP
Enter Forest Development Units (FDU):
* Name = from FSP or "Forest Development Unit 1"
* Licence = from FSP

Submit the XML/GML File Through the Electronic Submission Framework (ESF)



Confirm, Review and Approve Submission in the FSP Tracking System



Purpose of this Card

This card summarizes the major steps in loading paper-based submissions into the FSP Tracking System. This card provides you with the basic steps for preparing the XML/GML file in eziLink and submitting the file, with attachments, to the FSP Tracking System via the Electronic Submission Framework (ESF).

For more information on these steps and tasks, see the FSP Tracking System training website and on-line help at: <http://www.for.gov.bc.ca/his/fsp>

Contact Information

If you have additional questions contact:
Ministry of Forests and Range
Information Management Group
Business Application Services Section (BASS) Systems Support

Email: FORHISP.APPHELP@gov.bc.ca
Phone: 250-387-8888

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