

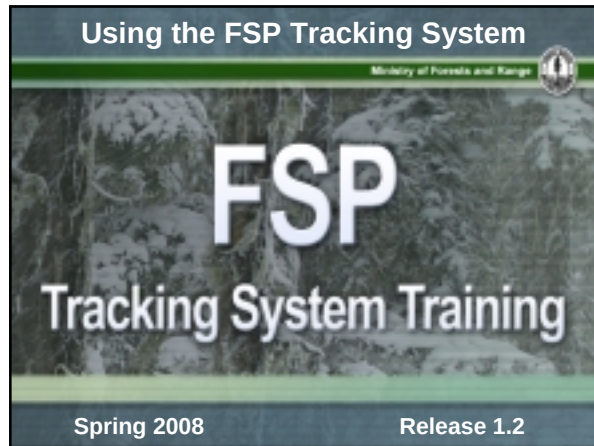


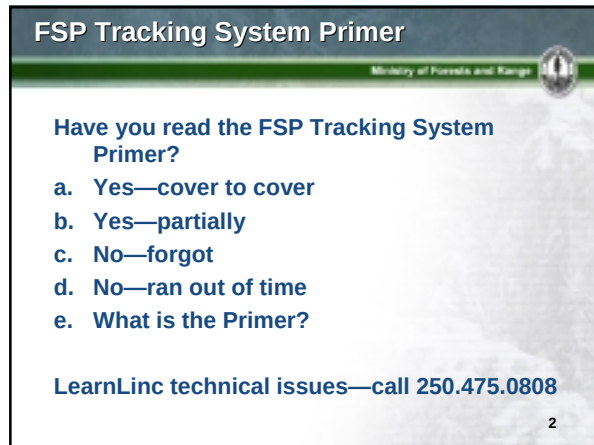
Using the FSP Tracking System

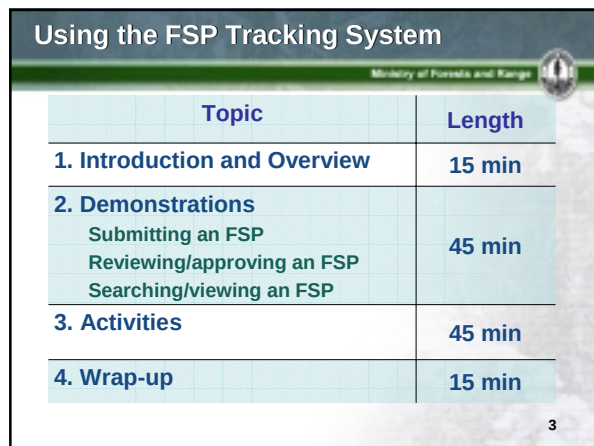
Participant Guide

FSP Tracking System Training Program

*Release 1.2
May, 2008*







Objectives

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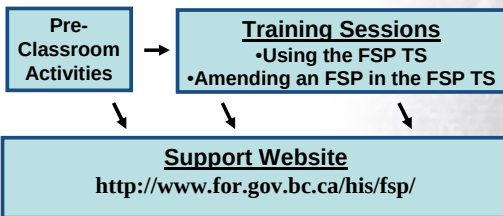


- How to submit an FSP
- How to review and approve/reject an FSP
- How to search and view an approved FSP
- How to obtain application support

4

Training and Support Program

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5

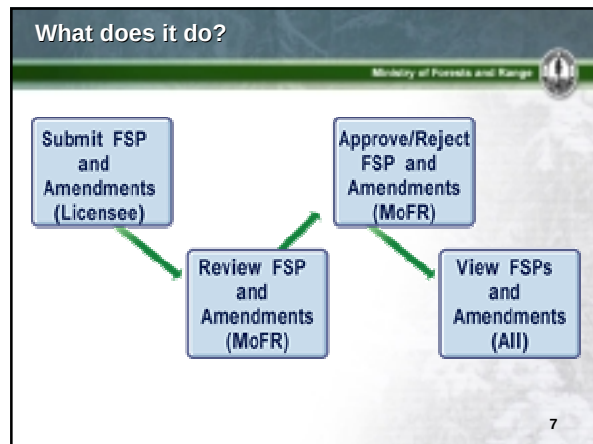
Using the FSP Tracking System

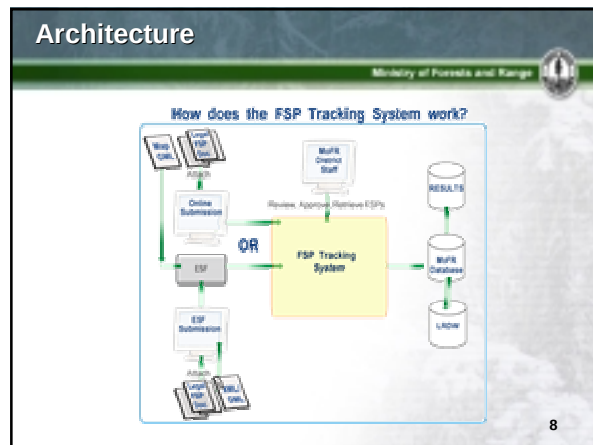
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Overview

6





What is Captured?

FSP Element	Storage
Legal FSP document	FSP
Supporting documentation	FSP
Decision letter with signature	FSP
Spatial information (FDU, declared areas, section 196)	LRDW
Stocking standards	RESULTS

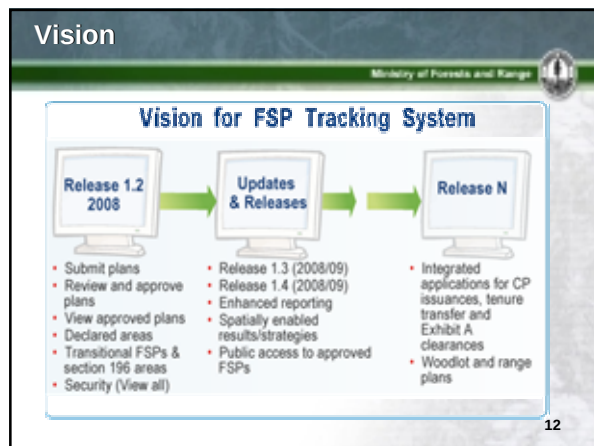
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Access to the FSP Tracking System	
Role	Description
Submitter	Submit FSPs & amendments
Reviewer	Review FSPs & amendments
Decision Maker	Approve FSPs & amendments
View All	View all approved FSPs
View Only	View approved FSPs submitted by organization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

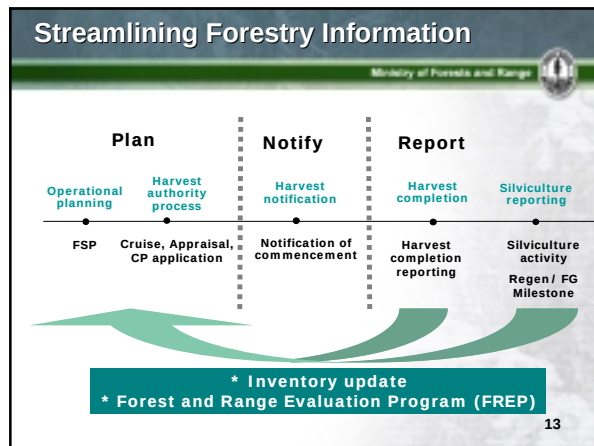
10

Which are not benefits of the FSP?
<ul style="list-style-type: none"> • Enter stocking standards for use in RESULTS? • View FDUs, declared and section 196 areas in approved plans? • View approved FSPs and corresponding amendments <ul style="list-style-type: none"> • View own FSP? • View other licensee/BCTS FSPs? • Ease of submitting/reviewing plans and amendments (e-submission)?

11



12



Using the FSP Tracking System

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Demonstrations

- Submit an FSP
- Amend an approved FSP
- Review/approve an FSP
- Search/view an FSP

14

Demo—Submit an FSP

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How to submit an FSP

1 Submit FSP and Amendments (Licensee)

Electronic Submission Framework

- Submit XML/GML
- Attach FSP

OR

FSP Tracking System

FSP Info

Attachments

Stocking Standards

- Attach FSP, supporting info, spatial images
- Enter stocking standards

Business Process: see AGFSP Part 3

15

Demo—Submit an FSP

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Demonstration:

Submit an FSP

16

Summary—ESF Submission

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- ✓ Create and attach XML/GML file containing
 - FSP header information
 - FDU boundaries, section 196 and declared areas
 - Stocking standards
- ✓ Attach FSP legal document and other documents
- ✓ Submit through ESF

NOTE: the FSP is NOT approved at this point

17

Summary—FSP Submission

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- ✓ Setup FSP with header information
- ✓ Attach FSP legal document
- ✓ Attach map images and shape files (zipped) of FDU boundaries and any section 196/declared areas
- ✓ Attach supporting documentation
- ✓ Enter the stocking standards
- ✓ Submit through FSP Tracking System

18

Business Rules—Submit an FSP

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- Can update FSP information while in “draft” status (until submitted)
- Must attach legal FSP document to submission (.pdf or .doc)
- May attach other documents
 - .doc, .xls, .pdf, .txt, .rtf or .zip
- Spatial information must be submitted through ESF or discuss with DM
 - Re-submit entire spatial map (GML) if any changes
- Can only delete FSP if “rejected”

19

Quiz—Multiple Choice

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FDU boundaries can be submitted for automatic storage in LRDW through:

- a. ESF only
- b. FSP only
- c. Both ESF and FSP
- d. None of the above

20

Quiz—Multiple Choice

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Stocking standards can be submitted for use in RESULTS through:

- a. ESF only
- b. FSP—stocking standards tab only
- c. FSP—attachment tab only (stocking standards report)
- d. Both “a” and “b”

21

Demo—Amend an FSP

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How to submit an FSP or amendment

1 Submit FSP and Amendments (Licensee)

Electronic Submission Framework

- Submit XML/GML
- Attach FSP

OR

FSP Tracking System

FSP Info

Attachments

Stocking Standards

- Attach FSP, supporting info, spatial images
- Enter stocking standards

Business Process: see AGFSP* Part 3

22

Amendments to an FSP

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Original FSP

- Plan
- Map
- Stocking standards
- Supporting documents

Amendment 3

Amendment 2

Amendment 1

- Plan
- Map
- Stocking standards
- Supporting documents

23

Demo—Amend an FSP

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Demonstration:

Submit an amendment to an approved FSP

24

Summary—Amend an FSP

- ✓ Search for approved FSP
- ✓ Request to "Amend FSP" (FSP Info screen)
- ✓ Describe type of amendment including approval required or not
- ✓ Change header information (as necessary)
- ✓ Attach amended documents
 - Legal document
 - Amendment description
 - Other documents (as necessary)
- ✓ Submit to MFR
 - Not requiring approval—status of "approved"
 - Requiring approval—status of "submitted"

25

Demo—Review & Approval Process

- How to review an FSP or amendment

2 Review FSP and Amendments (MoFR)

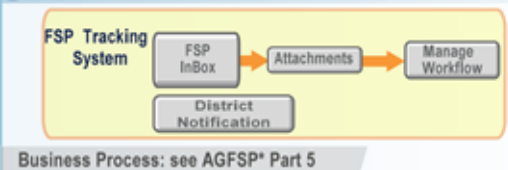


26

Demo—Review & Approval Process

- How to approve an FSP or amendment

3 Approve FSP and Amendments (MoFR)



27

Demo—Review & Approval Process

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Demonstration:

Review and Approval Process

28

Summary—Review & Approval Process

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- ✓ Identify FSP via InBox or Search menu
- ✓ View FSP
 - Legal document
 - Map of FDU boundaries
 - Map of section 196 and declared areas
 - Stocking standards
 - Supporting documentation (if any)
- ✓ Track progress using Workflow
- ✓ Reviewer can mark ready for DDM decision
- ✓ DDM can request clarification or provide OTBH
- ✓ DDM must attach decision document
- ✓ DDM to mark as approved or rejected (workflow window)

29

Multi-district FSP Submissions

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- FSPs are submitted to the system, not a district
- FSP Tracking System will send to all districts named in FSP (InBox)
- One copy maintained in database
- Districts must determine who reviews and approves FSP
 - AGFSP contains information and advice (section 5.1.16)

30

Quiz—which business rule is NOT true?

- a. Reviewer can use workflow tools to record review activities
- b. Reviewer can request OTBH
- c. DDM can mark FSP as approved/rejected
- d. DDM can request clarification and “send back” to Licensee

31

Business Rules—Review & Approval

- Email will be sent to the FSP submitter when:
 - the FSP or amendment is approved
 - the FSP or amendment is rejected
 - the DDM provides an Opportunity to Be Heard
 - the DDM requests clarification
- “History” contains audit trail of major activities in the submission process
- Email notification to MFR mail list when FSP or amendment submitted

32

Demo—Viewing an Approved FSP

- How to search and view an approved FSP

4 View Approved FSP and Amendments (All)



33

Demo—Viewing an Approved FSP

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Demonstration:

Viewing an Approved FSP

34

Summary—Viewing an Approved FSP

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- ✓ Search for approved FSP
- ✓ View FSP
 - Legal document
 - Map
 - Stocking standards
 - Supporting documentation (if any)

35

Using the FSP Tracking System

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Activities

36

Activity Logistics

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- **Work in own location**
 - Use the MFR test environment
 - Use assigned user-id and passwords
- **Conduct 3-4 activities**
 - Follow instructions in handout “Using the FSPTS Activity Instructions”
- **Raise hand**
 - When done
 - If questions

37

Using the FSP Tracking System

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Summary and Wrap-Up

38

Summary

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What does the FSP Tracking System do?

Users	FSP Status
Submitter (Licensee)	Blank/ Draft
Reviewer (MoFR)	Submitted
Decision Maker (MoFR)	Approved/ Rejected/ OT/InDraft
View Only View All	Approved

39

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/>

40

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)

41

Review of Learning Objectives

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- How to submit an FSP or amendment
- How to review and approve/reject an FSP or amendment
- How to search and view an approved FSP
- How to obtain application support

42

Next Steps

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- Complete training evaluation
<http://www.for.gov.bc.ca/his/training/survey/fsp/using>
- Ensure you have authority to access MFR application websites (e.g., IDIR, BCeID)
- Request access role (e.g., submitter, view only, view all) on website:
<http://www.for.gov.bc.ca/his/fsp/>
- Familiarize yourself with website
 - Subscribe to application bulletin

43

Release 1.2 Implementation Issues

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- Viewing section 196 and declared areas via MapView
- Creating XML/GML files using eziLink

44

End of:
Using the FSP Tracking System

Thank you for attending!

45
