



ESF Overview

Version 1.0
Spring 2006

Table of Contents

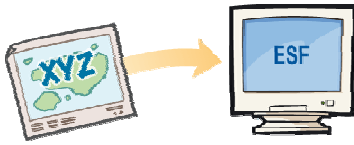
WELCOME	3
TOPIC 1: UNDERSTANDING ESF SUBMISSIONS.....	4
UNDERSTANDING ESF	5
THE ESF PROCESS	6
ACCESSING ESF	8
NAVIGATING IN ESF.....	9
UNDERSTANDING SUBMISSION TYPES	12
SEARCHING A SUBMISSION USING ESF	14
UPLOADING A SUBMISSION TO ESF	18
TOPIC 2: UNDERSTANDING ESF ERROR MESSAGES.....	21
ESF Error Messages	22
TOPIC 3: UNDERSTANDING ON-LINE HELP	25
FTA ON-LINE HELP	26
FEATURES OF FTA AND ESF ON-LINE HELP	27

Welcome

This guide is intended to assist readers in understanding:

- The Electronic Submission Framework;
- The ESF Process;
- How to Access ESF;
- How to Navigate within ESF;
- How to Submit an Application using ESF;
- How to Search on your Submission(s);
- ESF Submission Types;
- The types of error messages generated by ESF;
- How to decipher ESF error messages;
- How to access FTA and ESF On-Line Help; and,
- How to use FTA and ESF On-Line Help.

FTA Participant Guide –



FTA/ESF Overview Module

Topic 1: Understanding ESF Submissions

In this topic, you will understand:

- The Electronic Submission Framework;
- The ESF Process;
- How to Access ESF;
- How to Navigate within ESF;
- How to Submit an Application using ESF;
- How to Search on your Submission(s); and,
- ESF Submission Types.

Understanding ESF

What is ESF?

The Electronic Submission Framework (ESF) is a secure extranet Web portal for data exchange designed to accept standardized XML/GML attribute and spatial data submissions from forest clients external and internal to MoFR.

ESF provides much needed data consistency by using a common submission standard for business area information requirements captured in the corporate database.

ESF has been implemented to provide the following benefits to the Ministry and its forest clients:

- Capture data once at source eliminating duplicate data entry.
- Streamline and standardize business transactions between the Ministry and forest clients.
- Improve data accuracy.
- Reduce the time required for decision making.

All clients using ESF require an authorized government client user ID (BCeID or IDIR) to submit and view their ESF data.

How are ESF and FTA Linked?

Every client submission type has a specific business schema defining what information is required to meet the corporate information system and business area standards. A schema is an electronic document containing the business area data structure defined in industry standard formats of XML for attribute data and GML for spatial data.

FTA is one of the destination applications for data submitted through ESF.

ESF has a defined schema for FTA business data. FTA accepts attribute and spatial data submitted through ESF using the **Harvest Application Submission Type** associated with the FTA business schema.

Other Ministry systems that use ESF for attribute and spatial data submission include:

- RESULTS;
- As-Built Roads; and,
- Waste.



Non government users require a BCeID to exchange data through ESF. For more information on obtaining a BCeID visit <https://www.bceid.ca/home>

Who uses ESF?

ESF, like FTA, also has user groups which are both internal and external to MoFR. These include:

- Internal:
 - o MoFR Staff.
 - o BC Timber Sales.
- External:
 - o MoAL Staff.
 - o Industry (Licensees or delegates).

ESF allows users to submit information to various MoFR business systems in a standard XML/GML format. Users have been able to submit data through ESF since late 2003. Major licensees have been required to submit information electronically since June 2005.

- FTA – June 1 2005.
- RESULTS – June1 2005.
- ABR – December 31 2005.

The ESF Process

The ESF **business process model** defines four high level functions that allow XML/GML submission document processing to occur:

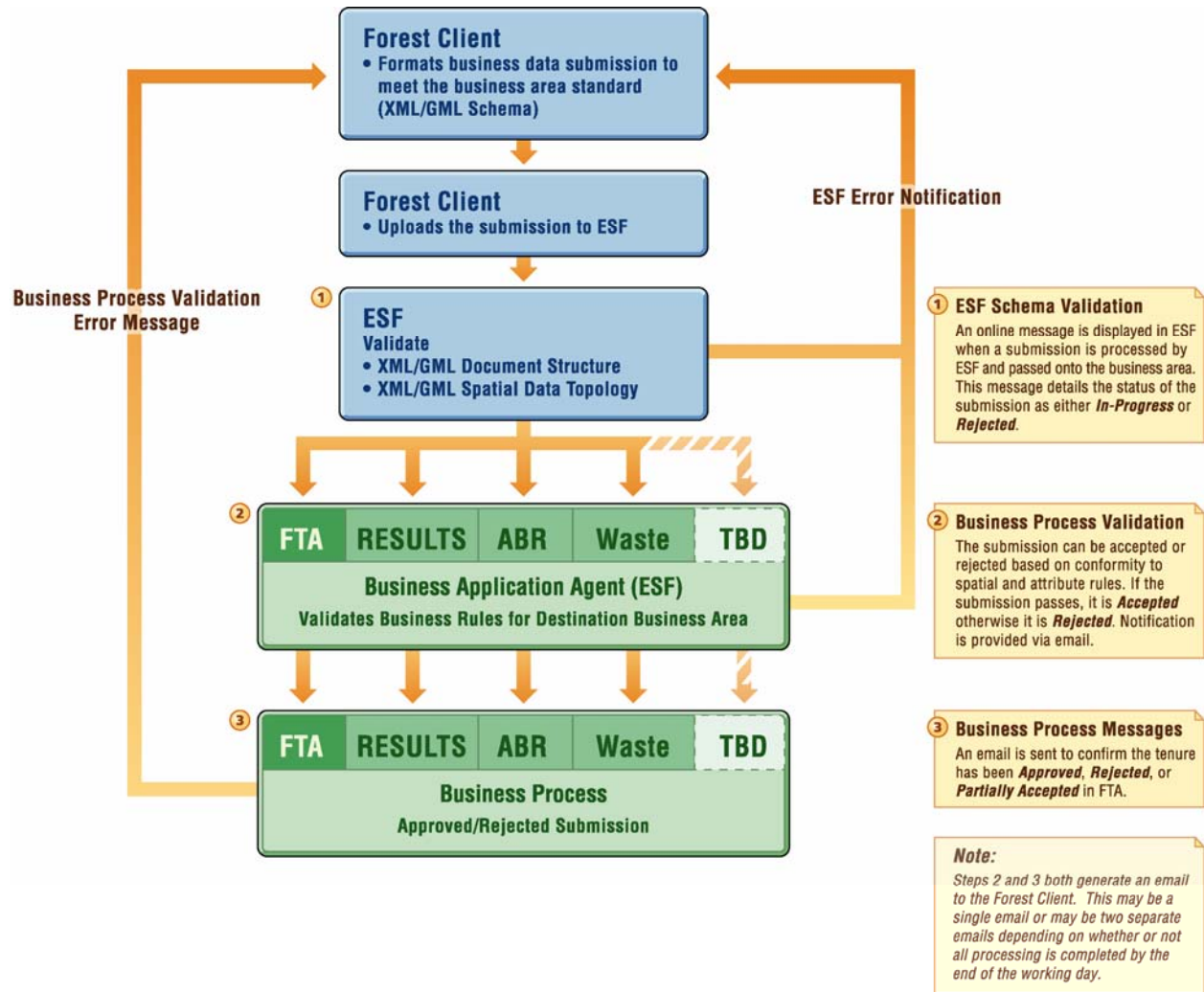
- XML/GML file submission via the ESF Submission Website;
- Parse/Validate submission file to ensure submission is well formed;
- Deliver well formed submission to destination business application for business validation and further processing (MoFR and MoAL); and,
- View submissions status through ESF.

To make a submission, forest clients log on to the ESF Web Site and upload (from their computer) an electronic submission file containing spatial and attribute data.

ESF validates the submission file to ensure that it meets the XML/GML document standard. If the file does **not** pass the schema validation, a message will be displayed online identifying a schema validation error.

Submissions that pass schema validations are directed to the destination business application and related processes. Validations on data content are performed specific to the destination application (business rules) prior to the submission being accepted into the destination application. If the submission fails the business rule validation the submission is rejected by the destination application, and a message is passed through ESF to the submitter via email.

Topic 1: Understanding ESF Submissions



Accessing ESF

Like FTA, ESF is a Web-based application, making it versatile, accessible and easy to use. Some benefits of using Web-based applications are:

- No special software is required to be installed on your computer.
- Edits and updates to the application, are centralized and seamless to the end user.
- Any computer with Internet access and a browser can be used.
- Specific computer configurations are unnecessary.
- Web-based applications are more intuitive, and organized with the familiar schema of a Web page (buttons, hyperlinks, etc.).

Sign In-Steps to Follow

There are certain steps ministry staff should follow to access ESF which are dependent on whether the sign in occurs from within MoFR or outside of MoFR (i.e. at home).

Within MoFR:

- 1 Launch Internet Explorer and type in the Website URL: <http://extranet7.for.gov.bc.ca/esf/init.do>
Alternately;
 - Launch Internet Explorer and access the favorites menu and select the appropriate listing; or,
 - Launch the application directly from a shortcut on the desktop.
- 2 The ESF Homepage will display. ESF automatically recognizes who you are and you are not prompted for any additional information such as a User ID or Password.

Outside of MoFR:

- 1 Launch Internet Explorer and type in the Website URL: <http://extranet7.for.gov.bc.ca/esf/init.do>
Alternately;
 - Launch Internet Explorer and access the favorites menu and select the appropriate listing; or,
 - Launch the application directly from a shortcut on the desktop.
- 2 If you are using Windows XP, you will be prompted to enter the following:
 - In the **User ID** field enter the **Domain** and **User ID**. These must be separated by a \. For example, if you have an IDIR ID you would enter idir/user id.
 - In the Password field enter your password.

If you are using Windows NT/2000, you will be prompted to enter the following:

- In the User ID field enter your User ID.
- In the Password field enter the Password which corresponds to this User ID.
- In the Domain field enter the Domain which corresponds to this User ID.

- 3 Click the **OK** button. The ESF Homepage will display.



Contact FORHISP.APPHELP@gov.bc.ca for help if you are unsuccessful logging into ESF, or phone (250)-387-8888.

Navigating in ESF

Once you have successfully logged into ESF, you will arrive at the **Welcome** page.

ESF Welcome Page

BRITISH COLUMBIA

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

[By Submission Id](#) [By User Reference](#)

[B.C. Home](#) > [MOF](#) > [Electronic Submissions](#) > Welcome

Electronic Submission - Welcome

Organization: Forests
User: David Philp

Welcome to the Land Information BC Electronic Submission Site

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".

- 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.
- 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.

ESF001 (v02.01.04) - 2006-02-08 14:24 [COPYRIGHT](#) [DISCLAIMER](#) [PRIVACY](#) [ACCESSIBILITY](#)

From the **Welcome** page you can:

- Make a New Submission – **Upload Submission**.
- Search for information on your Submissions – **Search**.
- View and download files to support Submission types – **View Types**.
- Access the ESF information Website – **ESF Information Web Site**.
- Contact MoFR application support by email – **Feedback**.
- Access the ESF On-line Help Guide – **Help**.

Topic 1: Understanding ESF Submissions

Understanding the Layout

The ESF Website is composed of two Web page frames. One frame contains a menu of links to the application and related support. The menu frame is visible at all times during your ESF session. The other frame is an application frame that displays the functional components of the application for searching, uploading and viewing file types. The application frame is transitional and will change content as the functions are selected.

The screenshot displays the ESF Website layout, which is divided into two main frames: the Menu Frame and the Application Frame. The Menu Frame (left) contains the British Columbia logo, navigation links for B.C. HOME, Ministry of Forests, and Ministry of Sustainable Resource Management, and a list of Electronic Submissions (Welcome, Upload Submission, Search, View Types). The Application Frame (right) displays the Electronic Submission - Welcome page, which includes a search bar, a list of submission types (Upload Submission, Search, View Types), and a list of related links (Feedback, ESF Information Web Site). The Application Frame also includes a footer with copyright information and links to Copyright, Disclaimer, Privacy, and Accessibility.

Menu Frame

Application Frame

Understanding Common Elements

ESF Functions

Upload Submission	The Upload Submission button will navigate the sub page for uploading a submission to ESF.
Search	The Search button will navigate the sub page for searching on previously submitted files.
View Types	The View Types button will navigate the sub page that defines the business areas and submission types supported by ESF.



All functions can be accessed from the menu frame or the **Welcome** page in the application frame.

Fields

Fields are areas where information may be entered or edited. Some fields are “data entry” and are intended for manual input while others control and validate data input with assistance from drop down lists and formatting tools.

Field Example

*

Field Description

This is a target field where you manually key in data.

This is a dropdown field. Click on the arrow, to the right of the dropdown box to select valid field entries or type the first few characters to auto fill the field.

This type of field has a calendar icon to the right, when clicked on, the icon will display a calendar that you can select dates from.

An asterisk beside a field indicates that the information is mandatory.

Understanding Submission Types

ESF currently supports electronic data submission for six business areas in MoFR:

- FTA (Forest Tenure Administration).
- RESULTS (Reporting Silviculture Updates and Land status Tracking System).
- ABR (As Built Roads).
- WASTE (Waste and Residue).
- CIMS (Compliance Inspection Management System).
- FTC (FTA-Forest Tenure Capture: Ministry only).

The **View Types** page displays key information about the currently supported business areas.

Electronic Submission - View Types

Organization: Forests
User: David Philp

Available Submission Types

The following are the types of submissions that are available within this website. Click Download Schema to save a copy of the schema to your computer.

Schema Name	Download	Custodian	Description
ESF Schema Version 1	ESF Schema Schema	Bruce Bell	ESF Reference Schema
Harvest Application Version 7	Harvest Application Schema	Brian McLennan	
Harvest Application Version 8	Harvest Application Schema	Brian McLennan	
Opening Submission Version 2	Opening Submission Schema	John Gallimore	
Opening Submission Version 3	Opening Submission Schema	John Gallimore	
Opening Submission Version 4	Opening Submission Schema	John Gallimore	
As-Built Roads Submission Version 2	As-Built Roads Submission Schema	Mark Ismay	Schema for the actual locations of roads
WASTE Version 1	WASTE Schema	John Wai	WASTE
FTC Version 1	FTC Schema	bruce bell	FTC non revenue tenure capture
Compliance Submission Version 1	Compliance Submission Schema	Mark Ismay	Compliance Information Management System ESF Submissions

Schema Name

Schema Name lists the versions of XML/GML schema currently supported by ESF. XML/GML schemas undergo changes as required by the business area to support both legal and technical aspects of the business application. Business area data custodians monitor the business requirements and technical capabilities of the forest client to determine when to introduce a new schema and when to retire a previous version.

Topic 1: Understanding ESF Submissions

Schema Name	Submission Type	Business Application Supported
Harvest Application Version 7	Harvest Application	FTA
Harvest Application Version 8	Harvest Application	FTA
Opening Submission Version 2	Opening Submission	RESULTS
Opening Submission Version 3	Opening Submission	RESULTS
Opening Submission Version 4	Opening Submission	RESULTS
As-Built Roads Submission V 2	As-Built Roads	ABR
Waste Version 1	Waste	Waste and Residue
FTC Version 1	FTC	FTA
Compliance Submission Version 1	Startup Notification	CIMS

Schema Download

Forest clients use varying methods to create their XML/GML submissions and will require the current XML/GML schema to ensure that their submissions meet the current standard.

Each of the current XML/GML schemas listed on the file type is hyperlinked to the source schema. Users can download the current schema through the hyperlink.

To download a current schema:

- Select the schema hyper link using a right mouse click and select **“Save Target As”**.

Searching a Submission using ESF

The **Search Submission** page allows you to query for a past submission that was made either by you or your organization.

Electronic Submission - Search
Organization: Forests
User: David Philp

Search Submissions

Submission Type:

Status:

Submission Id:

User Reference:

Submitter:

Submitted By:

From Start Date: 

To End Date: 

Search Criteria

Submission Type

The Submission Type defines the type of submission being made to ESF. ESF supports submission file types for FTA, FTC, RESULTS, ABR and WASTE business areas.

Submission ID

The **Submission ID** identifies a specific submission ID. ESF assigns a sequential submission ID to every XML/GML file received.

Submitter

The **Submitter** defines the category of submitter. Searching is performed based on the initial logon ID which can be an IDIR or BCellID:

- IDIR
 - o Personal – only submissions submitted by the login ID will be returned.
 - o Organization – all submissions submitted by users who belong to the IDIR domain will be returned.
 - o All – all submissions submitted by IDIR and BCellID users will be returned.
- BCellID
 - o Personal – only submissions submitted by the login ID will be returned.
 - o Organization – only submissions submitted by users who belong to the same organization as the login ID will be returned.
 - o Note: BCellID users will not be able to use the “Submitted By” field.

From Start Date To End Date

The **From Start** and **To End** date criteria allows the search to be defined by data ranges. Search with From Date, To Date, or Both.

Topic 1: Understanding ESF Submissions

Status	<p>The Status defines the current state of the submission in the ESF queue.</p> <ul style="list-style-type: none">• All (Default): the all selection will search for all submissions regardless of status.• Submitted: the submission broker has received the submission but no tenure business processing has started yet.• In Progress: FTA, RESULTS or ABR has received the submission and is processing. The business processing may be automatic (no user intervention) so this state may never be reached. A submission would go directly to a complete status (Approved or Rejected).• Complete – Accepted: The submission has reached the end of the workflow and has been successfully consumed.• Complete – Rejected: The business processing failed to apply the submission. The user will have to resubmit the submission.• Complete – Partial: The business processing succeeded in the application of the submission however there were some non-fatal errors or partial failures. The user must check the details of the submission to receive the details. The user may then resubmit only the failures.
User Reference	<p>The User Reference is a value provided to ESF by the user at the time of file submission. The user should enter a meaningful value which can be used by him/her to reference the specific submission.</p>
Submitted By	<p>The Submitted By criteria defines the BCEID or IDIR username associated with the submission. ESF logs this information when a submission file is uploaded to ESF.</p> <ul style="list-style-type: none">• Note: If you use the Submitted By criteria for the search, this will override the Submitter criteria.



There are no mandatory ESF search criteria. Note that a search using the page defaults will return the maximum number of submissions. Try to narrow your search with additional criteria to reduce the number of returns. BCEID users are limited to searching submissions from organizations associated with their BCEID.

How to Search ESF Submissions

The following example uses a combination of criteria to narrow the search results.

- 1 Select the **Submission Type** from the Submission Type drop down field.
- 2 Enter a valid **From Start Date**.
- 3 Select the submission **Status** from the Status drop down field.
- 4 Enter a valid BCEID or IDIR User ID in the **Submitted By** field.
- 5 Select **Search** to execute the search.

The following example shows typical search results from the criteria used above.

Electronic Submission - Search
Organization: Forests
User: David Philp

Search Submissions

Submission Type:

Status:

Submission Id:

User Reference:

Submitter:

Submitted By:

From Start Date:

To End Date:

Id	Submission Type	Submitted By	User Reference	Status	Submission Date
147860	Harvest Application	idir\trbirch	CP23.xml	In Progress	2005-12-22 12:52:20
139286	Harvest Application	idir\trbirch	R00568_amendment7.xml	In Progress	2005-12-08 16:39:43
138039	Harvest Application	idir\trbirch	CP1.xml	In Progress	2005-12-07 08:20:30

Record per page:

Page

1/1

Working with Search Results

The results of an ESF search will return any submission that meets the search criteria. The results include:

- Submission ID (ID);
- Submission Type;
- Submitted By;
- User Reference;
- Status; and,
- Submission Date.

The **Submission ID** in the search results is hyperlinked to details about the individual submission. Selecting one of the hyperlinked Submission IDs will navigate to the Submission Details page for the submission.

Electronic Submission - Submission Details
Organization: Forests
User: David Philp

Submissions Details

Submission ID:	147860
Submission Type:	Harvest Application
Submission Timestamp:	2005-12-22 12:52:20
File Name:	Download Submission
User Reference:	CP23.xml
Status:	In Progress
Submitter:	idi\trbirch

Back to Search

Message	Date
Outcome of validation for Submission: 147860	2005-12-22 12:53:12
Cutting Permit Application A48704 CP 23 has been received by MOF and forwarded to the MSRM Registry.	
Cutting Permit Application A48704 CP 23 has been received by the MSRM registry and forwarded to MOF for review.	2005-12-22 12:53:42

The **Submission Details** page summarizes the submission upload details and provides a message area that provides status details that are updated as the submission moves through ESF to the destination business application.

A key feature on the Submission Details page is the **Download Submission** hyperlink. Users can retrieve the XML/GML submission file using this feature. To download the XML/GML file

- Select the Download Submission hyperlink using a mouse right click and select **“Save Target As”**.



ESF does not save XML/GML files. All submitted data that passes schema, spatial and business rule validation is loaded to the Ministry operational databases.

Uploading a Submission to ESF

The Upload Submission page allows you to submit formatted XML/GML attribute and spatial data submissions to the currently supported business areas.

Electronic Submission - Upload Submission

Organization: Forests
User: David Philp

Upload Submission

* Choose Submission Type:

User Reference:

* Browse or Enter Submission File:

* **Mandatory Fields,**

Upload Criteria

Submission Type

The **Submission Type** defines the type of submission being made to ESF.

- Harvest Application
- Opening Submission
- As-Built Roads
- FTC
- WASTE

User Reference

User Reference is a user defined notation to identify a submission. Ensure you enter something useful.

Submission File

The path and file name of the **Submission File** to be uploaded.

- The **Browse** button will open a file selection dialog and can be used to locate the submission file on your local system.



User Reference is an optional field but it is recommended that a unique identifier with logical business meaning be assigned to each submission. As noted, XML/GML files are **not** saved by ESF. Adding the User Reference will provide additional criteria when searching ESF for submitted files.

How to Upload ESF Submissions

- 1 Select the **Submission Type** from the Submission Type drop down field.
- 2 Enter a **User Reference** with business meaning.
- 3 Key in the location and file name of the submission file or use the **Browse** button to navigate and select the submission file from your local system.
- 4 Select **Upload Submission** to upload the file to ESF.

Confirm Submission

Uploading a submission will navigate you to the **Confirm Submission** page.

Electronic Submission - Confirm Submission
Organization: Forests
User: David Philp

Submission Summary: Submission Validated

File Submission Type:	Harvest Application
File Name:	A69729.xml
File Size:	51.0KB
Submission Timestamp:	2006-01-05 16:43:19
User Reference:	FLA69729

We have received the following in your submission:

Submission Validated

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.

- 5 Select **Finalize Submission** to complete the upload.

Complete Submission

Finalizing the submission will navigate you to the **Complete Submission** page. This page provides a submission detail summary and confirmation that the submission was successful.

Electronic Submission - Complete Submission

Organization: Forests
User: David Philp

Submission Successfully Queued

Submission ID:	13312
File Submission Type:	Harvest Application
File Name:	A69729.xml
File Size:	51.0KB
Submission Timestamp:	2006-01-05 16:43:19
User Reference:	FLA69729

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

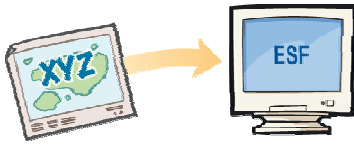
Please periodically check the status of your submission by visiting the [Search Page](#).

The **Complete Submission** page provides a submission detail summary and a hyperlink to the **Search** page.



Once a submission has been accepted as complete by ESF you can periodically monitor the status of the submission from the **Search** page.

FTA Participant Guide –



FTA/ESF Overview Module

Topic 2: Understanding ESF Error Messages

In this topic, you will understand:

- The types of error messages generated by ESF; and,
- How to decipher ESF error messages.

ESF Error Messages

ESF will generate error messages for the following validations.

- Schema Validation.
- Spatial Validation.
- Business Rule Validation.

Schema Validation Errors

An XML/GML submission file must be created following the schema defined for the submission type. Schema validation errors will occur when the XML/GML submission is **not** formed to the schema requirement.

Example of a typical schema validation error message:

Electronic Submission - Validation Error
Organization: Forests
User: David Philp

Submission Summary: Validation Failure

File Submission Type:	FTA
File Name:	A68729.xml
File Size:	52.551KB
Submission Timestamp:	2006-01-06 11:51:32
User Reference:	FLA68729

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

Element type "fta:fileType" must be followed by either attribute specifications, ">" or "/>".

Spatial Validation Errors

The spatial data provided in an ESF submission is stored in the GML component of the XML/GML submission. Strict topology rules exist for spatial data submitted to ESF. Spatial validation errors occur when the spatial component violates a topology rule.

Topic 2: Understanding ESF Error Messages

Example of a typical spatial validation error message:

Electronic Submission - Validation Error
Organization: Forests
User: David Philp

Submission Summary: **Validation Failure**

File Submission Type:	FTA
File Name:	CP199.xml
File Size:	1425.25KB
Submission Timestamp:	2006-01-06 11:34:50
User Reference:	davetest

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

Self-intersection (1673036.418999979, 688519.2170139458, NaN)

Business Rule Validation Errors

Each business area that utilizes ESF for the electronic submission of business data has defined rules for the structure, content and relationship of the data elements. Business rule validation errors occur when the attribute data content of the submission violates a business rule.

Example of a typical business rule validation error message:

- Forest File ID for the Timber Licence Application is mandatory.

Deciphering Error Messages

MoFR has implemented a Web site to cross reference error messages. The content of the site is generated on an as needed basis. Common error messages were cross-referenced and posted when FTA Version 3.2 moved to production (Oct. 2005). If you search the list and cannot find the message you are looking for you can add the error message (as provided by ESF) and Ministry support staff will make the cross reference and post it to the site.

Error message cross-reference site:

http://www.for.gov.bc.ca/pscripts/pab/fordisc/view_discussion.asp?TopicID=63

[Ministry Home](#)[Government of British Columbia](#)

Electronic Submission Framework**Ministry of Forests and Range**

[Branches](#)[Search this Site](#)[Telephone / Address](#)

[Back](#)

ESF-FTA Error Messages

Current Error Messages & New Error Messages

Search for Error Messages containing the word(s)

Posted

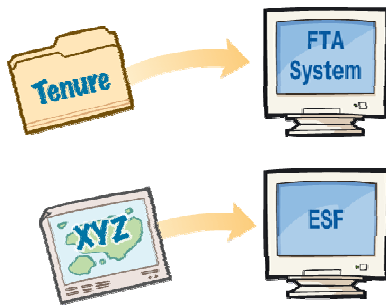
☐ Return search results in a printer friendly format records per page

Jun 15, 2005 - Timber Licence Blocks - Ref#:299

CURRENT ERROR MESSAGE: Error occurred validating Timber Licence Elimination application

- Jun 15, 2005 - NEW ERROR MESSAGE:** An error occurred validating Timber Licence Elimination application. Please contact APPHELP.

FTA Participant Guide –



FTA/ESF Overview Module

Topic 3: Understanding On-Line Help

In this topic, you will understand:

- How to access FTA and ESF On-Line Help; and,
- How to use FTA and ESF On-Line Help.

FTA On-Line Help

FTA and ESF share a common On-Line Help framework. The look, feel and operation of the help tools are consistent across both applications. Due to this commonality, only FTA will be used to demonstrate the On-Line Help Functionality.

Accessing On-line Help

The FTA and ESF Web interfaces maintain a help icon consistently located on every page of the application.

To access the application On-line Help Guide;

- Select the **Help** icon.

FTA

For FTA the help icon is located in the upper right corner of the Web page;



ESF

For ESF the help icon is located in the upper right corner of the Web page;

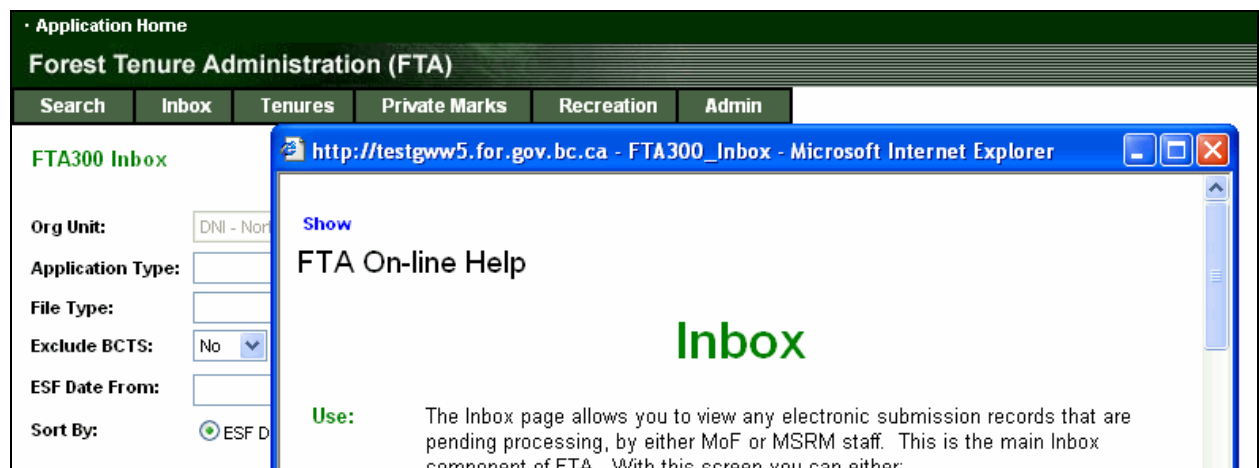


Features of FTA and ESF On-Line Help

FTA and ESF help have two functional modes; context sensitive and full content.

Context Sensitive Help

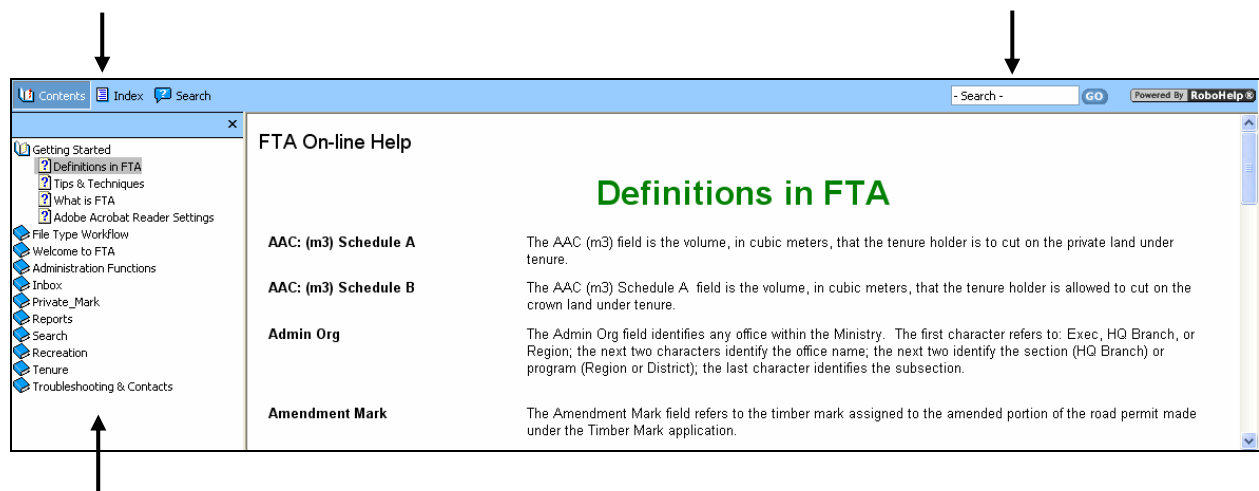
In the context sensitive mode, the On-line Help Guide will focus on the current point in the application navigation. This means that the help will display information relevant to the application page that the on-line help was invoked from.



Full Content Help

In the full content mode, the On-line Help Guide provides the full content of the on-line help in a navigation tree allowing users to access help for the entire application.

Also included are **Search** and **Index** functionality.

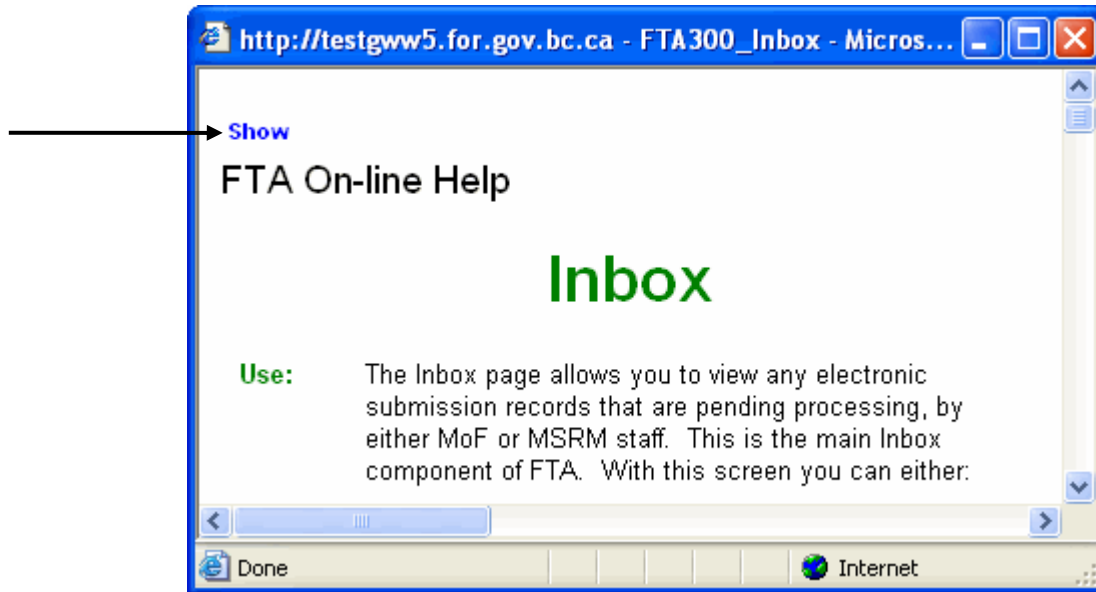


Full content help can only be accessed after having invoked the context sensitive help from an FTA or ESF application page.

Topic 3: Understanding On-Line Help

To access FTA and ESF full content on-line help;

- Select the **Help** icon from any application page.
- Select **Show** from the upper right corner of the context sensitive help page.



Application Help Page Layout

Application information in the On-line Help Guide is displayed in the same structured format for all application components.

Help Page Components

Title	The Title indicates the application page or topic the on-line help references.
Use	Use describes the purpose of the application page and the primary functions available in a business context.
Outcome (FTA) Results (ESF)	Outcome or Results describes the intended result of the functions on the application page.
How to	How To describes how the application functions are used to achieve the intended outcome.
	The light bulb icon indicates Tips available to use the functions and understand the business use of the application page.
Detailed Help	Detailed Help displays a screen print of the application page that contains hyperlinked details.

Topic 3: Understanding On-Line Help

Detailed Help Page

The **Detailed Help** section of an on-line help page contains a mock-up of the referenced application page.

Field and column labels on the mock-up are underlined to denote a hyperlink. Selecting a hyperlinked field label will open a pop up box containing information about the fields function in a business context.

To access the field pop up in the Detailed Help section of the application on-line help page:

- Click a hyperlinked field description on the mock-up.

Detailed Help: In this mock-up form, click on the underlined name of a field or the image. A pop-up window appears with

Mock-up of a typical Inbox page

Application Home Help

Forest Tenure Administration (FTA)

Search Inbox Tenures Private Marks Admin

FTA300 Inbox

Org Unit: File ID:

Application: Client Number:

Type:

Exclude BCTS: ESF D:

From:

Sort B:

Current Assign:

FOR

FOR

Tenure Application Type

What is it... Defines the type of Exhibit A. (e.g. Forest Use, CP/Awards, Forest Service Road, Status Inquiry, Administrative.)

Why is it important... Allows the FTA user to distinguish between the different Exhibit A information.

To Print: 1. Right click on the page or popup; 2. Click on Print

Details Popup

Client Number	Licensee	Cleared
0001234	JUST IN TIME PRODUCTS.	N
0001235	JUST IN TIME	Y

06-19 CP B Woodlot