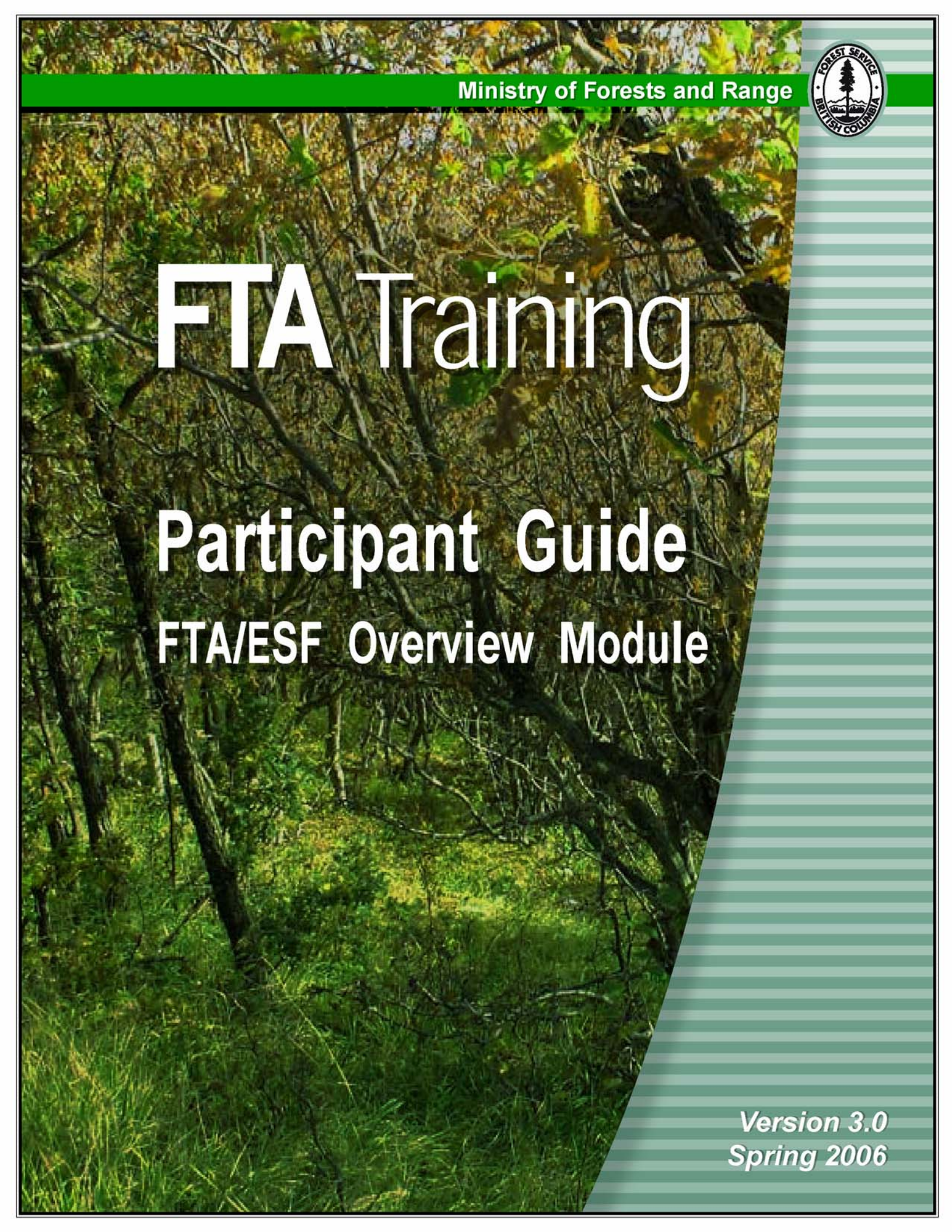
Ministry of Forests and Range
FOREST SERVICE
BRITISH COLUMBIA
FTA Training
Participant Guide
FTA/ESF Overview Module
Version 3.0
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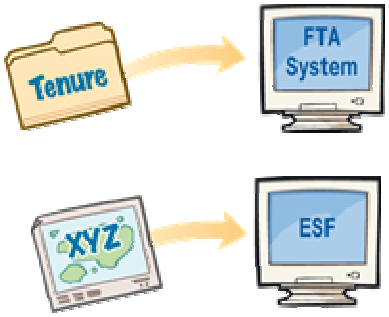
FTA Participant Guide –



FTA/ESF Overview Module

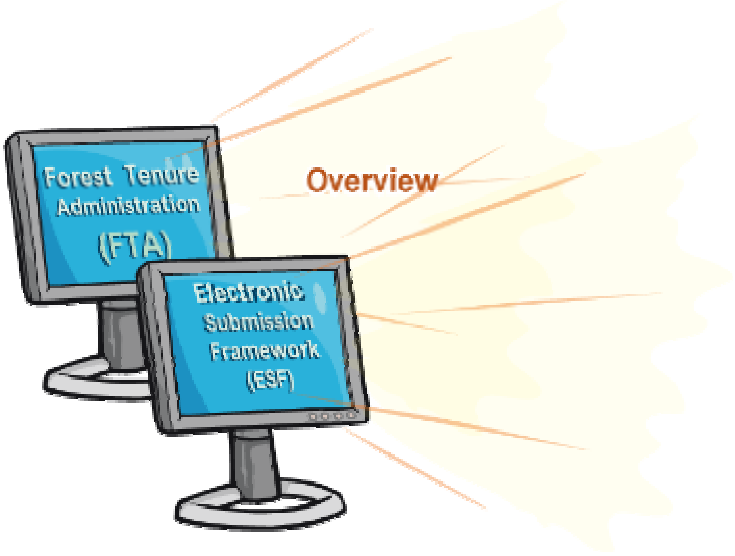
About this Guide

In this topic, you will learn:

- What the purpose of this guide is;
- Who this guide is intended for; and,
- How this guide is structured.

What is the purpose of this guide?

This guide supports the delivery of the Forest Tenure Administration (FTA) and Electronic Submission Framework (ESF) Overview Session. It is meant to be used to assist participants during the online classroom session. Participants may also find this guide to be useful as a future support tool while using the FTA and ESF systems.



Who is this guide intended for?

The audience for this guide includes both Ministry of Forests and Range (MoFR) and Ministry of Agriculture and Lands (MoAL) district, region and headquarters staff responsible for processing and administrating Tenure applications.

This overview session is a prerequisite to other training modules within the FTA and ESF Training Program. Other modules include:

- Administration
- Private Marks
- Range Tenures
- Recreation Tenures
- Timber Tenures
- Road Permits
- British Columbia Timber Sales
- Forest Tenure Capture (FTC)

Pre-requisites

It is recommended that you complete the following training prior to using this guide:

- An Orientation to MoFR Business Applications (Web-based Tutorial)

Users who are experienced in both FTA and ESF may not find this course as beneficial as new users, but there may still be benefits in examining the best practices and standard workflow demonstrated from start to finish.

How is this guide structured?

The guide is comprised of a number of topics explained in the table below. You may read the guide in its entirety or select only those topics of interest to you.

Topics	Learning Objectives
Topic #1: Understanding the Business	In this topic, you will understand: • The business managed by the FTA and ESF Applications; and, • How FTA and ESF meet the business need.
Topic #2: Accessing FTA	In this topic, you will understand: • How to Locate and Sign In to FTA; • How to Navigate within FTA; and, • The Impact of Security within FTA.
Topic #3: Searching in FTA	In this topic, you will understand: • The components of the Search Function; • What Search Functionality is available; and, • How to Perform a Search in FTA.
Topic #4: Using the FTA Inbox	In this topic, you will understand: • FTA Inbox Business Logic and Workflow; • How to use the FTA Inbox; and, • The FTA Processing Statuses.
Topic #5: Understanding Admin Functions	In this topic, you will understand: • FTA Administrative Functions; • How to Maintain Organizational Units; and, • How to Generate Audit Reports.
Topic #6: 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 Search a Submission using ESF; and, • How to Upload a Submission to ESF.
Topic #7: Understanding ESF Error Messages	In this topic, you will understand: • The error messages generated by ESF.
Topic #8: FTA 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.
Topic #9: Wrap-Up	In this topic, you will understand: • The learning objectives achieved; and, • Where to go for additional assistance.

Understanding symbols used in this guide

Look for…	Denotes…
	Tip – Important information that you should pay close attention to.
	Warning – Items that you should **not** do or be **very careful** doing in FTA.

FTA Participant Guide –

FTA/ESF Overview Module

Topic 1: Understanding the Business

In this topic, you will understand:

- The business managed by the FTA and ESF Applications; and,
- How ESF and FTA meet the business need.

The Business

The Ministry of Forests and Range manages the forested lands in British Columbia and is the primary authority for granting permissions to harvest timber and provide rights to grazing and recreation opportunities on the provincial land base. A tenuring system has been in place for a number of years to support these activities.

As regulatory pressure and activities on the land base have increased over time the tenuring business has become more complex. Initially, manual systems were developed to meet the business need. These gave way to automated systems that are periodically updated as the business need dictates and as advances in technology will allow. FTA is the most recent Tenure system deployed to meet the business needs of the Ministry of Forests and Range.

Meeting Business Needs – Using FTA

Tenure applications are made by licensees (forest client) or by MoFR on behalf of a forest client. Typically the Tenure application will consist of the Tenure file, the Tenure application details and the accompanying spatial representation.

In the past, the Ministry had two streams of data to support the forest Tenure business. The first was FTAS, and the second was a drafting/GIS component carried out by the district mapping sections. The linkage between the spatial and attribute data was inconsistent due to a number of factors.

As part of its Virtual Mainframe Application Revitalization (VMAR) project, the Ministry of Forests and Range (MoFR) has replaced the legacy Forest Tenure Administration System (FTAS) application with a Web-based solution to manage both the attribute and spatial data related to range and forest Tenures. The Forest Tenure Administration application is based on FTAS with streamlining and modifications to reflect each major Tenure business areas. The FTA application allows all Tenure types to be efficiently managed across the province from a single data repository.

The main business objectives of the FTA application are to identify and protect the interests of all clients through land conflict resolution and to use spatial information (polygon and road line work) linked to attributes (data elements) to manage Forest, Range and Recreation Tenures and Private Marks.

A key component in the FTA implementation is the inclusion of the Electronic Submission Framework (ESF). The ESF is designed to accept attribute and spatial data from MoFR clients in a single electronic submission that is accessible by MoFR Tenure administration and Ministry of Agriculture and Lands (MoAL) Tenure registry.

FTA accepts Tenure applications electronically as submitted through ESF and makes this data available to district, region, and headquarters staff for processing. Districts are responsible for processing data submitted via ESF. Region and headquarters have read access to this data.

Key Objectives of FTA

The following are the key objectives of FTA:

- Replace the manual, labor intensive and redundant paper based map submission process with a streamlined, Internet based solution.
- Improve the timeliness and accuracy of Tenure data.
- Reduce administrative effort by Ministry staff by extending the licensees' business process to include electronic submission of files.

- Provide MoFR and MoAL staff with easily accessible and integrated spatial and attribute Tenure data from a single source.
- Maintain Tenures with attribute information and a rendered map image (if applicable) representing the time when the map (area of interest) was submitted.
- Provide forest clients the capability to submit Tenure information directly to the Ministry via ESF.
- Allow MoFR and MoAL users to view maps associated with various Tenure applications.
- Create and maintain well integrated and robust data linkages to other Ministry systems.
- Create a well-defined graphic interface that adheres to MoFR Web standards.
- Ensure the application is intuitive and supports the core business of the new *Forest and Range Practices Act*.

FTA User Groups

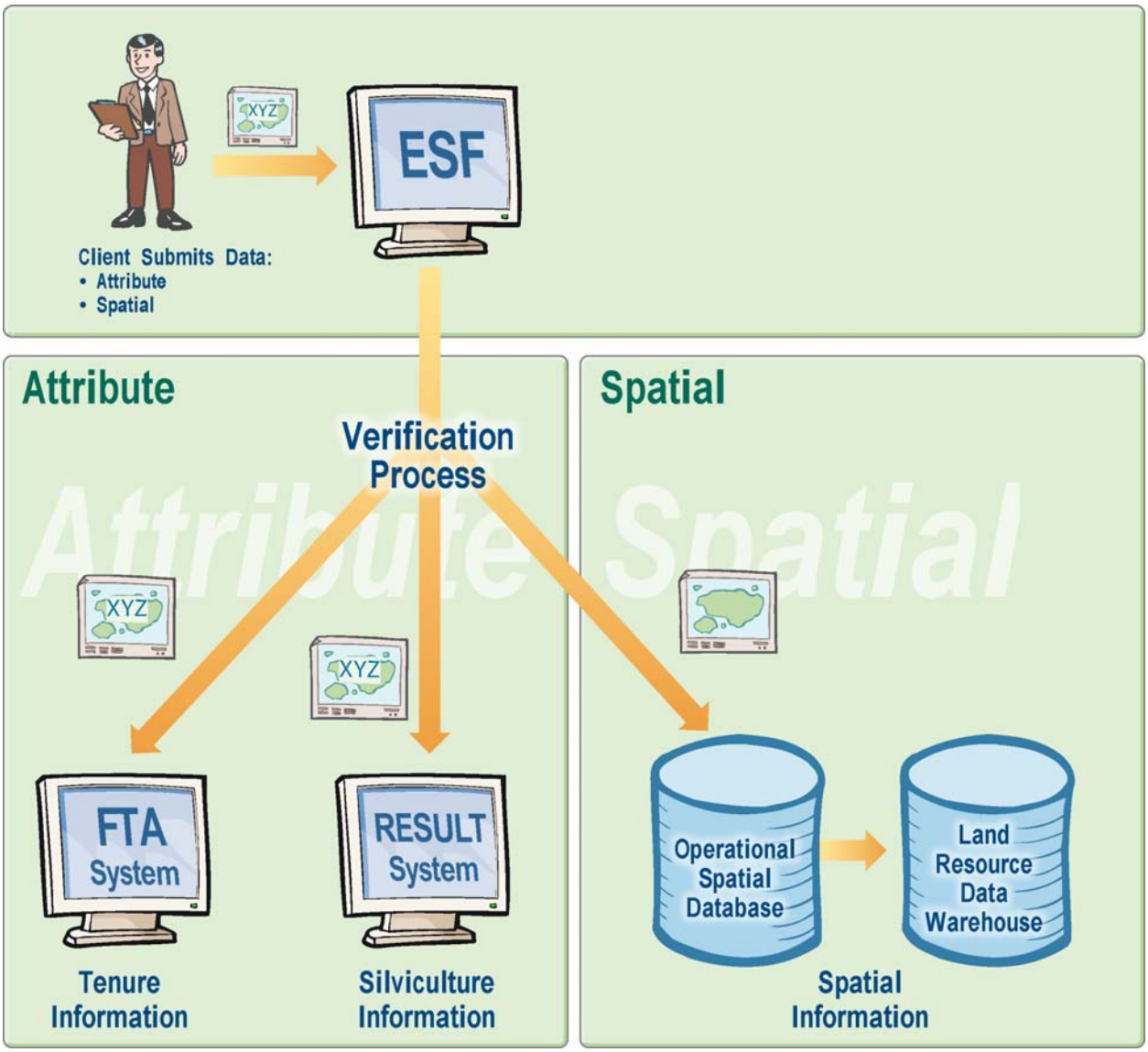
FTA has a number of distinct user groups, both within and outside of the MoFR. These include:

- Internal:
  - MoFR Staff.
  - BC Timber Sales.
- External:
  - MoAL Staff.
  - Oil and Gas Commission.
  - Clients.

Meeting Business Needs – Using ESF

ESF is an electronic framework which allows client data and information to be submitted to MoFR over the internet. This framework is application neutral; each business area system using this framework has its own data schemas and specific business rule validations. This allows data destined for various Ministry business areas to be efficiently submitted to MoFR and validated for the receiving system.

This submission framework supports both attribute and spatial data. Attribute and spatial data is submitted by forest clients through ESF in a standard XML/GML submission format. Each business area using ESF, to accept electronic data submissions, has defined an XML/GML data schema to meet specific business requirements. Once an electronic submission has passed schema and business rule validations in ESF, the attribute information from the submission is loaded to the MoFR database along with a rendered map image providing a snapshot of the submission in the form of spatial data. The spatial component of the submission is loaded to MoFR's operational spatial database (OSDB) and eventually replicated to the MoAL data warehouse (LRDW). Linkages between the attribute and the spatial data are maintained through business keys (created at the time of submission) as defined by the XML/GML schema for the business area.



Key Objectives of ESF

The key objectives of ESF are to:

- Provide industry with a portal to make standardized Tenure and regulatory data submissions to government. Specifically, to provide licensees and the Ministry the capability to submit Tenure data directly to the FTA application via ESF.
- Create a standard data format for data exchange for all Ministry clients - XML/GML.
- Create and maintain a robust spatial and attribute data linkage.
- Capture data once at the source eliminating any need for duplicate data entry.
- Significantly reduce or eliminate paper submissions to the Ministry.
- Provide Licensees with the capability to track data submission status.

ESF User Groups

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

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

Up-to-date information can be found for FTA at this link:
http://gww.for.gov.bc.ca/his/fta/ (IDIR account required)
And for ESF:
http://www.for.gov.bc.ca/his/esf/ (Public domain)

The Web-Based-Training Course**: "An Orientation to MoFR Business Applications"** is a prerequisite to understanding where ESF and FTA fit into the big picture. To access this course, login to the E-learning Store at the link: http://www.learningestore.com/bcmof and search for 'Business Applications'.

FTA Participant Guide –

FTA/ESF Overview Module

Topic 2: Accessing FTA

In this topic, you will understand:

- How to Locate and Sign into FTA;
- How to Navigate within FTA; and,
- The Impact of Security within FTA.

Signing In to FTA

FTA 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 to access the application.
- 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 FTA 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://gww7.for.gov.bc.ca/fta/
   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 FTA Homepage will display. FTA 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://gww7.for.gov.bc.ca/fta/
   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 FTA Homepage will display.

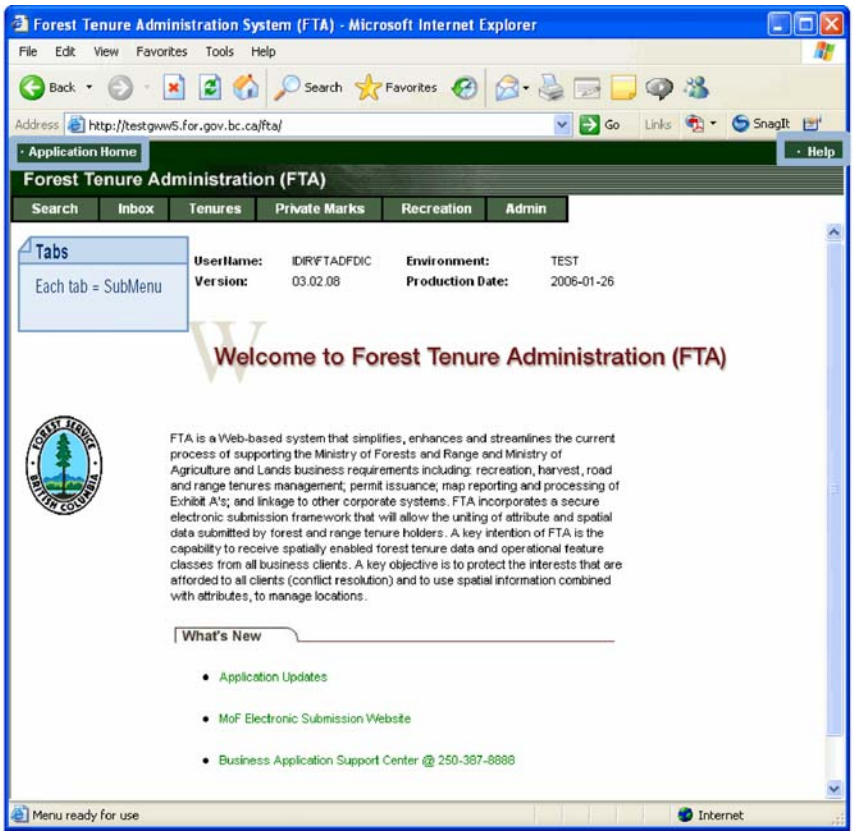
Contact FORHISP.APPHELP@gov.bc.ca. for help if you are unsuccessful logging into FTA, or phone (250)-387-8888.

Navigation in FTA

Once you have successfully logged onto the FTA application, the **Welcome Screen** will appear.

Welcome Page

Click Application Home to return to this Homepage



Click HELP to examine the Online Help Guide

The FTA application is easy to use. It is organized primarily by business area and function. Notice the main menu tabs near the top of the page, beneath the Forest Tenure Administration (FTA) heading. The tabs are:

- Search
- Inbox
- Tenures
- Private Marks
- Recreation
- Admin

There are two links that appear on each page in FTA:

- **Application Home** – click this link, at any time, to return to this Home Page.
- **Help** – click this link to display the On-Line Help Guide. The guide will display a help page corresponding to the page you are on in FTA.

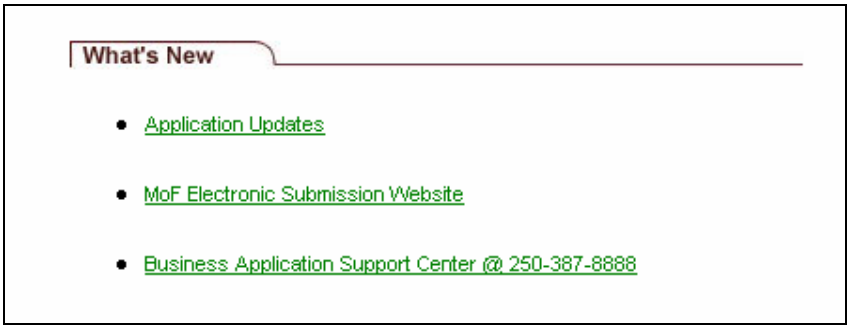
Note that the following fields display:

- **User Name** – the name of the individual logged onto FTA.
- **Environment –** the database FTA uses. This can be production (live), test, or training.
- **Version –** the version number of the application. When a change is made to the actual application, the version number is incrementally increased.
- **Production Date –** the date the version first appeared in production.

What's New?

At the bottom of the FTA application **Welcome** page there is a **"What's New"** section. This section is designed to keep the user informed on the latest FTA information and provides information pertaining to where to go for FTA application support. The following three links are provided:

- Application Updates
- MoFR Electronic Submission Website (ESF): http://www.for.gov.bc.ca/his/esf/
- Business Application Support Center @ 250-387-8888

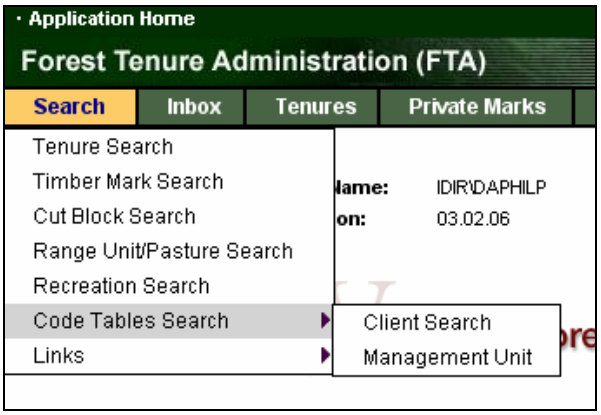


Understanding Common Elements

Menu

Each tab can be thought of as a menu. The menu displays a number of related functions within the subject area. To select a function:

- Click on the desired Module Tab. A list of the module's functions will appear in a menu format.
- Move the mouse to the appropriate function you wish to access. The function that you choose will be highlighted in grey.
- Some menu items may have additional sub-menus; these will be indicated with an arrow icon .
- Move the mouse to the desired sub-menu item.

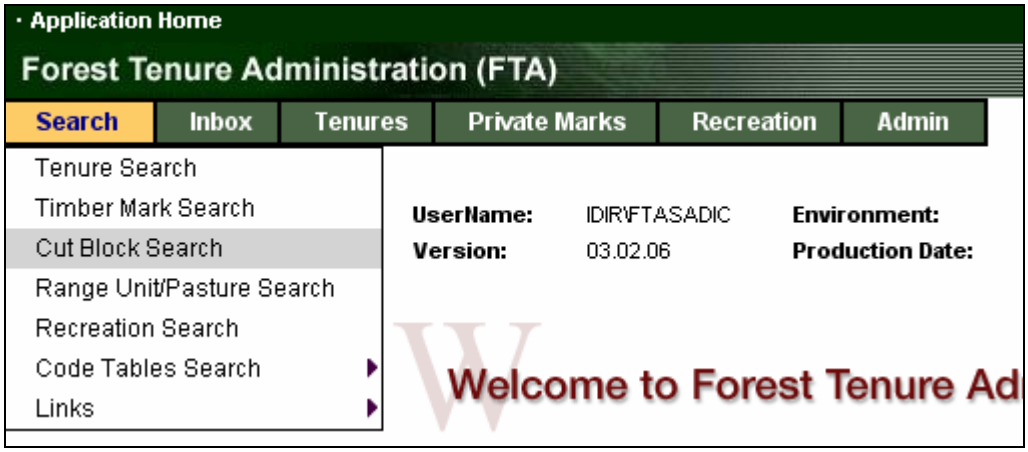


Once you have reached your desired sub-menu item, click your mouse button to access it. The screen will change to reflect the selected item.

FTA Menu Tabs

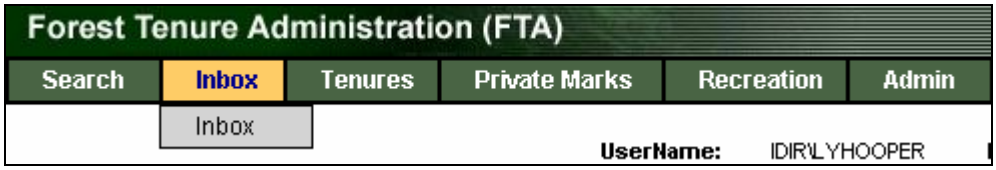
Search

The **Search** tab allows the user to navigate to different search functions within FTA. The **Search** tab includes the following features: Tenure Search, Timber Mark Search, Cut Block Search, Range Unit/Pasture Search, Recreation Search, Code Tables Search, and Links to other related ministry systems.



Inbox

The **Inbox** tab allows authorized users to view and review FTA and FTC applications. This tab is used to process the application through its specific business process. An application can be cleared, uncleared, rejected, or approved from the Inbox.



Tenures

The **Tenures** tab allows you to perform two functions:

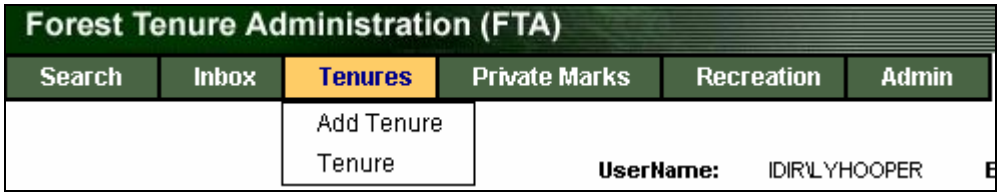
- Add Tenure
- Examine an Existing Tenure

The **Add Tenure** function is used if you need to generate a Tenure number in FTA prior to completing an ESF submission (i.e. submitting the spatial file). This function is accessible via the **Add Tenure** menu item. This function is limited to the following Tenure types:

- B01 - Road Permit (Note: This Tenure type may be added by BCTS Staff only)
- B07 - Forestry Licence to Cut
- B07C - Forestry Licence to Cut – Cash Sale or Automatic (No Spatial)
- E01 – Grazing Licence
- E02 – Grazing Permit
- E03 – Non Replaceable Grazing Permit
- H01 – Haycutting Licence
- H02 – Haycutting Permit
- H03 – Non Replaceable Haycutting Permit
- U1 - BCTS Licence # Only (Note: This Tenure type may be added by BCTS Staff only)
- U2 - BCTS Licence # and Mark Designate (Note: This Tenure type may be added by BCTS Staff only)

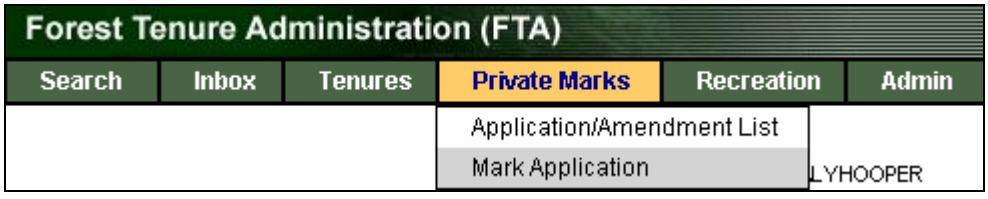
The **Examine an Existing Tenure** function is used if you wish to review or update an existing Tenure in FTA. This function is accessible via the **Tenure** menu. Tenures of all business areas may be accessed via this tab.

New Tenures and updates may be entered by MoFR District, Regional or Headquarters staff as well as Oil and Gas Commission staff provided the user has the proper authority associated with his/her logon ID.



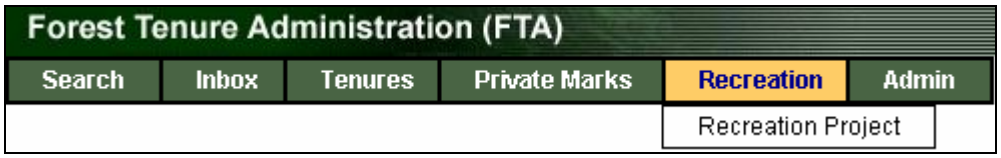
Private Marks

The **Private Marks** tab allows the user to navigate through functions specific to the management of Private Marks.



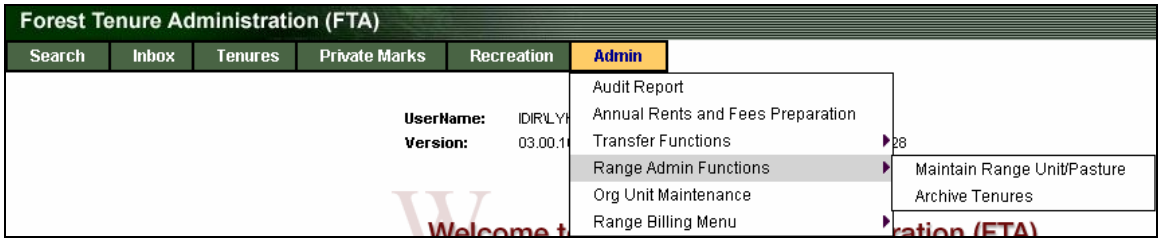
Recreation

The **Recreation** tab allows you to view and manage recreation projects.



Admin

The **Admin** tab allows you to navigate to different administrative areas within FTA. This tab includes the following features: Audit Report, Annual Rents and Fees Preparation, Transfer Functions, Range Admin Functions, Org Unit Maintenance, and Range Billing Menu. Some functions are global while others are specific to a particular business area.



Buttons

Buttons are icons that will help you to navigate throughout the FTA system. Some of the more common buttons used in FTA are listed below:

Go	The **Go** button always appears adjacent to a field. This button allows you to populate a page with data corresponding to the entry in the adjacent field.
Save	The **Save** button allows you to insert a new record, or save changes to an existing one, in FTA.
Details	The **Details** button permits you to display more specific information regarding the record of interest.
Clear	The **Clear** button clears the data that you have entered, so that you can start fresh.
Search	The **Search** button executes the search function based on the parameters that you selected.
...	The **Search Icon** button allows you to navigate to a search specific to the field.
Back	The **Back** button takes you back to the previous page.

When navigating between FTA pages use the back function (within FTA), to return to a previous page. That page will display and the last record of interest will be highlighted with a pale yellow highlight for easy reference.

Note that the **Back** button in FTA must be used to navigate within the application. The internet browser back function will **not** work here.

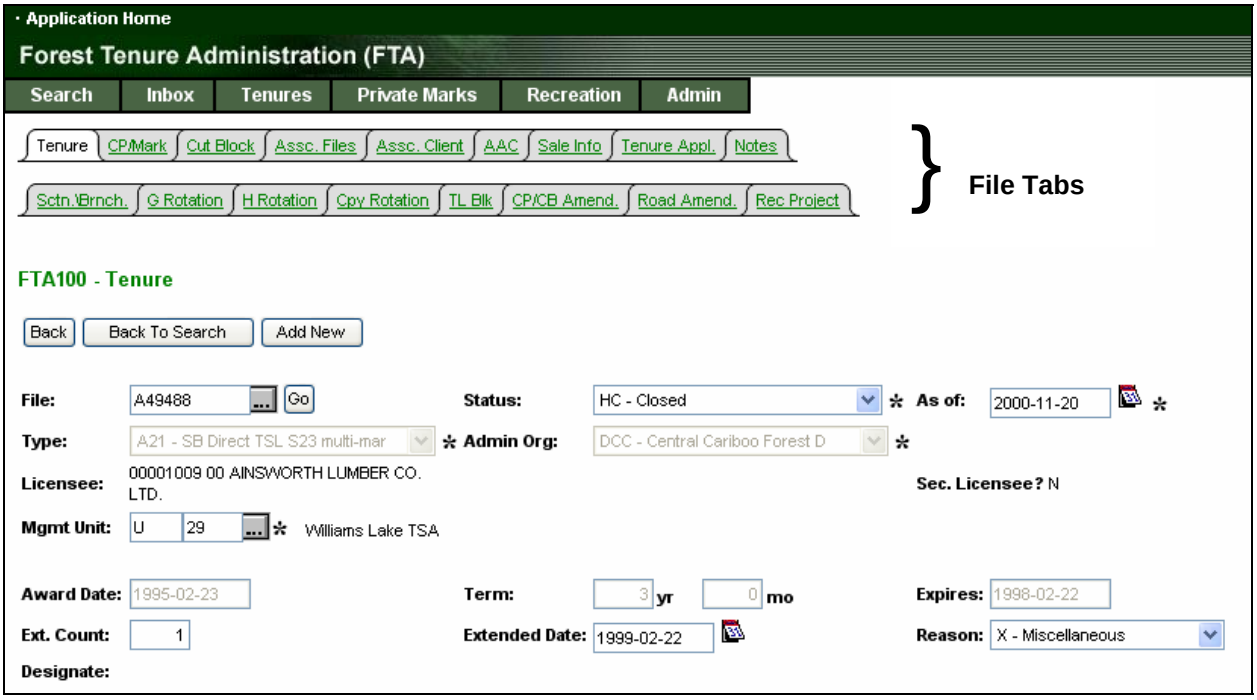
Fields

Fields are areas where information may be entered or edited. Some fields are "data entry" 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 drop-down field. Click on the arrow, to the right of the drop-down box to select valid field entries or type the first few characters to auto fill the field.
	This is a target field where you can manually key in data or use the ellipse button to search for valid input from FTA or another application. This function is useful if you are unsure of the data you wish to enter in a field.
	This is a date field. It has a calendar icon to the right, when clicked on, the icon will display a calendar that you can select dates from. If entering the date manually, the format is YYYY-MM-DD.
*	An asterisk beside a field indicates that the information is mandatory.

File Tabs

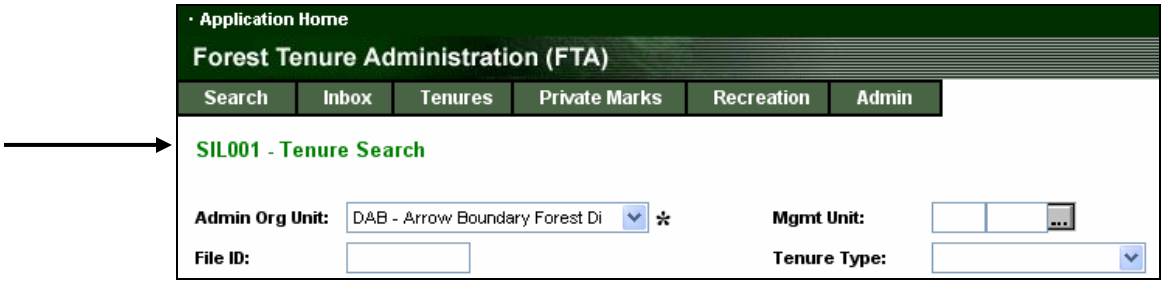
File Tabs provide navigation to Tenure information from the main Tenure page. File Tab navigation is tied to the Tenure record index and provides “drill down” functionality into details related to the currently displayed Tenure file.



In some cases the File Tab may not be applicable to the Tenure being viewed. In these situations a message will alert you that the query by the screen type is invalid for the current Tenure file type.

Screen Identification

Each data screen in FTA is uniquely identified with a **number** and **name**. The screen name provides a reference to your location in FTA and can be of value when obtaining application support or using the On-line Help Guide.



Security in FTA

Security is an important component of FTA. FTA users may only access the application with a user ID and password. Users are assigned specific **FTA Security Levels**, which are dependent on their business needs. **FTA Security Levels** restrict the **pages in FTA** that a user can view and the **functions in FTA** that can be performed (e.g. select, insert, update, delete).

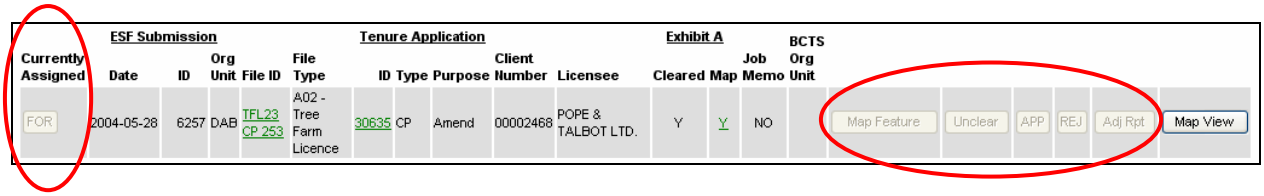
For example:

- **Search** functions can be accessed by the majority of users. However, access to **Inbox** functions is granted to specific users with the authority to perform those functions.

FTA Security Levels are explained on the following Website:
http://gww.for.gov.bc.ca/his/fta/access.htm

Understanding Limited Access

Users are assigned functional areas in FTA directly related to the work they perform. The following illustrates the concept of limited access. The user has permission to view the FTA Inbox details but does not have the permissions required to Re-assign, Clear, Approve or Adjudicate the Tenure file.



If you do not have the necessary permissions to navigate to a FTA screen, you will receive a "No Authority" error message. A typical "No Authority" message would look similar to the example below:

All MoFR staff and MoAL LIM staff will have basic FTA login and search permissions. Users requiring changes to their authority/access should discuss this with their supervisor.

FTA Participant Guide –

FTA/ESF Overview Module

Topic 3: Searching in FTA

In this topic, you will understand:

- The components of the Search Function;
- What Search Functionality is available; and,
- How to Perform a Search in FTA.

Searching in FTA

The **Search** function allows FTA Users to search the FTA system for Tenure or client information with a variety of methods.

In most cases the **Search** function will search using criteria that defines an FTA file as opposed to the Cutting Permit/Mark or Cut Block components of a Tenure file.

The FTA Search function defines a Tenure by 3 key items that align with the hierarchical information structure in FTA.

- Organizational Unit
- Tenure Type
- File Type

The Organizational Unit defines the geographic location of the Tenure information. FTA uses Region, District and Headquarters organizational unit codes to subset Tenure data.

The Tenure defines the type of Tenure unique to a business area. For example:

- Timber Tenures;
- Range Tenures; and,
- Recreation Tenures.

A file defines the specific Tenure file type. For example:

- A01 – Forest Licence;
- E02 – Grazing Permit; or,
- F05 – Recreation.

File types are specific to Tenures and selecting a specific Tenure for searching will always filter the list of available file types for searching.

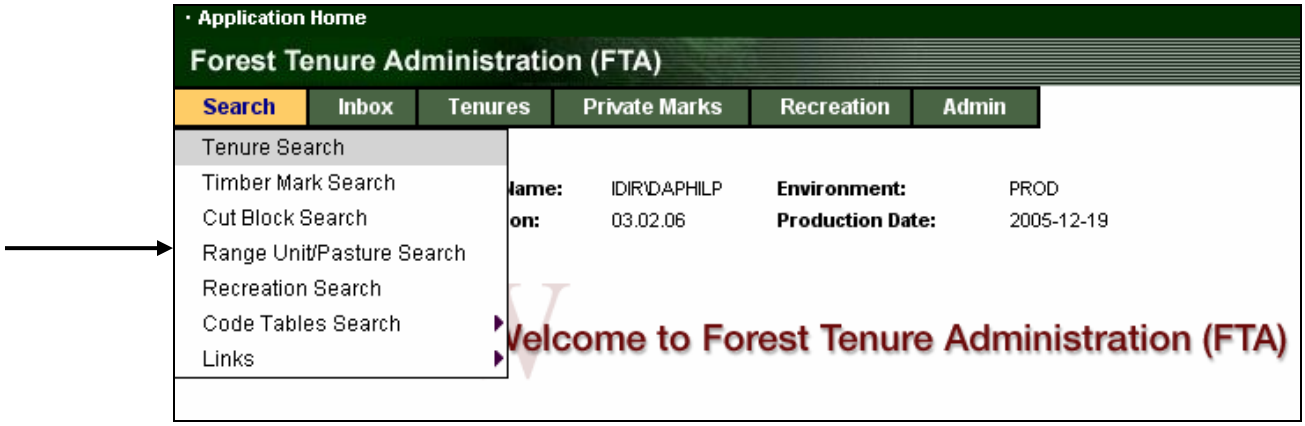
Depending on the type of search, other criteria can be used. Regardless of the criteria used, the search will always return results at the file or Tenure level. Powerful drill down functionality exists in FTA to locate specific detail records once the Tenure is located.

The FTA **Search** function allows quick and easy access to Tenure information with the following methods and features;

- **Search** for Forest, Range, or Recreation Tenures independently.
- **Search** for Timber Marks.
- **Search** for Tenure Files using Cut Block criteria.
- **Search** the related Client System for Client Codes without having to leave the FTA Application.
- **Drill Down** to view specific record details.
- Dedicated **Back** button that maintains the reference to the current file.

Navigating to a Search Page

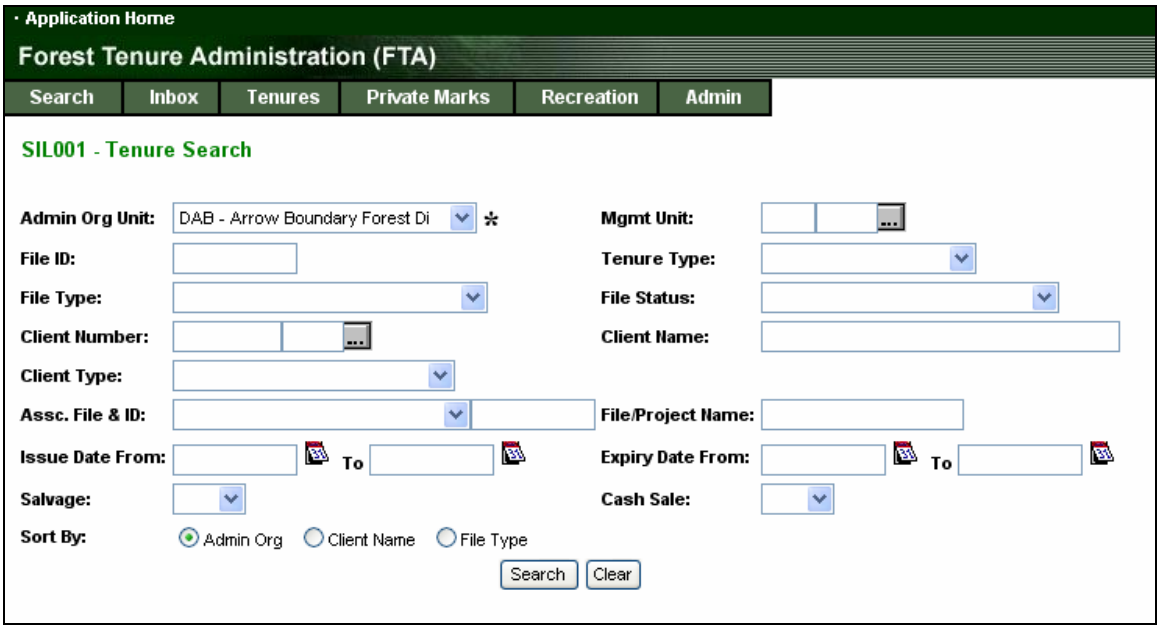
Once you have successfully logged onto FTA, you can navigate to a **Search Page**, by selecting any of the sub-menus associated with the **Search** tab. The types of searches available are: Tenure, Timber Mark, Cut Block, Range Unit/Pasture, Recreation, and Code Tables.



The **Search** Tab also contains links to other related MoFR applications

Understanding the Search Page Layout

Using the **Tenure Search** page, SIL001-Tenure Search as an example, the typical search page is laid out with mandatory and non mandatory fields. Each criterion represents a key Tenure business data element.



The following provides an example of typical business criteria for a **Tenure Search**.

Admin Org Unit: The **Admin Org Unit** defines a district or region administration area.

- If you are a District user, this will automatically default to your district.
- If you are a Region user, this will automatically default to your region.

Client Number: The **Client Number** is defined by two values that identify a particular forest client and specific physical client location.

For example a **Client Number** for District Manager Kamloops is:

- Client Number: 00030032
- Location: 00

Mgmt Unit: The **Mgmt Unit** defines the type of Management Unit that the Tenure resides in such as a Provincial Forest, Woodlot or legislated management area.

Tenure Type: The **Tenure Type** defines a subset of Tenure Types based on business area. For example,

- Forest Tenures;
- Range Tenures; or,
- Recreation Tenures.

File ID Tip

If you know the **File ID** for a Tenure, you may enter this on any of the pages in FTA and click the corresponding **Go** button. The information corresponding to the Tenure entered will automatically be displayed. The **File ID** specifies an existing Forest File ID assigned to a Tenure. Some example File ID's include:

- Forest Tenure - A10699;
- Road Tenure: - R05867; and,
- Recreation Tenure: REC1529.

Client Tip

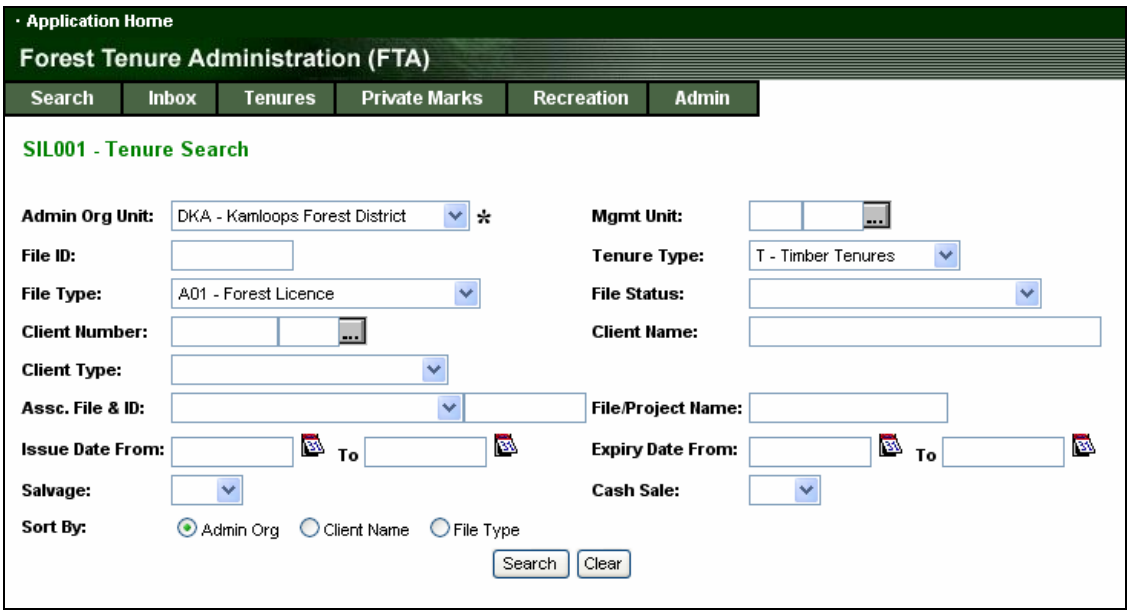
Each Client can also be defined by a Client Acronym. The acronym can be entered in place of the Client Number. For example:

- District Manager Kamloops = DKA
- Canadian Forest Products Ltd. = Canfor

The **Client Number** is required when a client location is used as search criteria.

Search Parameters

A search can be performed using a variety of Tenure business criteria.



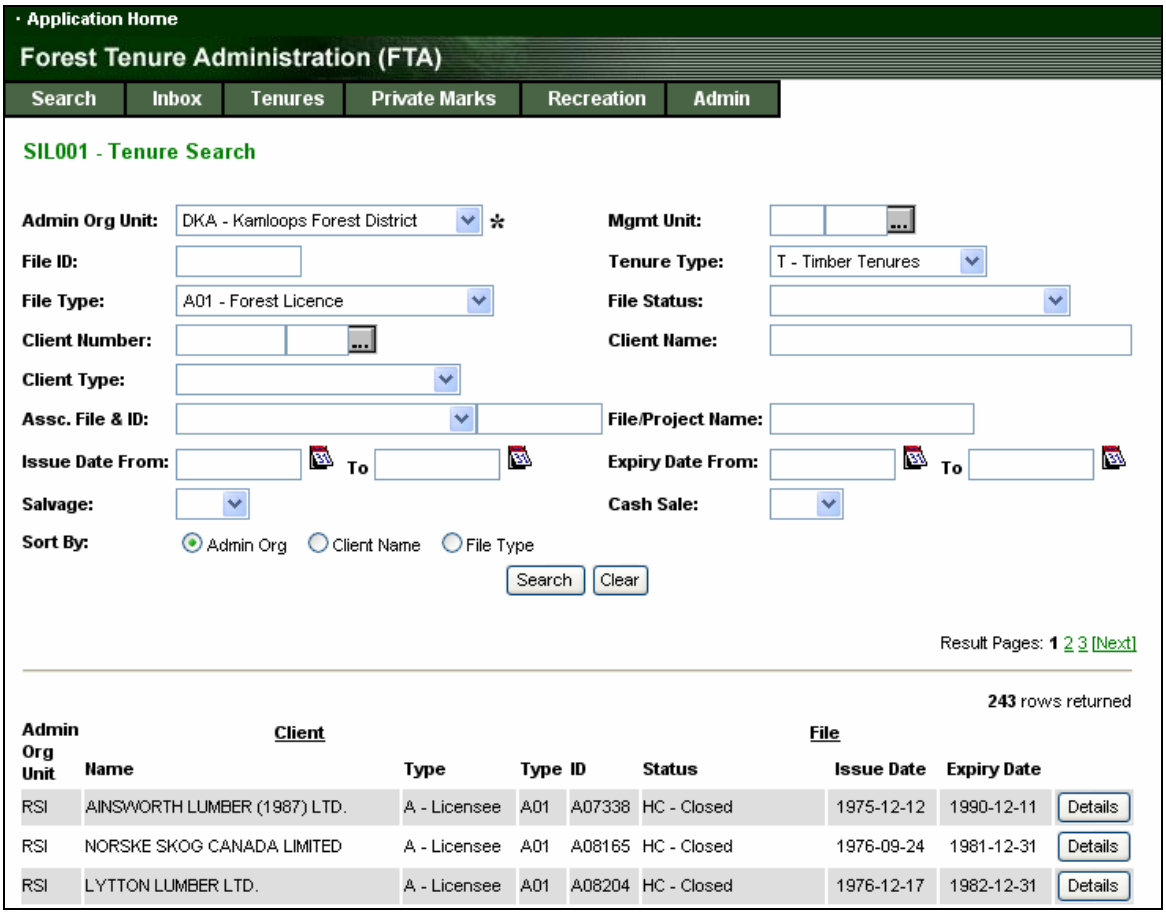
Each type of search will have a minimum number of criteria required to perform the search.

Tenure Search	**Tenure Search** requires a minimum of three search criteria. • Admin Org Unit is mandatory.
Timber Mark Search	**Timber Mark Search** requires a minimum of one search criteria. • No mandatory criteria.
Cut Block Search	**Cut Block Search** has conditional search criteria. • One search criteria required if the Timber Mark or File ID is used. • If the Timber Mark or File ID is not provided then District and at least two other search criteria are required.
Range Unit/Pasture Search	**Range Unit/Pasture Search** requires a minimum of one search criteria. • Admin Org Unit is mandatory.
Recreation Search	**Recreation Search** requires a minimum of one search criteria. • Admin Org Unit is mandatory.
Client Search	**Client Search** requires a minimum of one search criteria. • No mandatory criteria.
Management Unit Search	**Management Unit Search** has no minimum search criteria requirements.

Mandatory search criteria are denoted by an asterisk ✲ .

Search Results

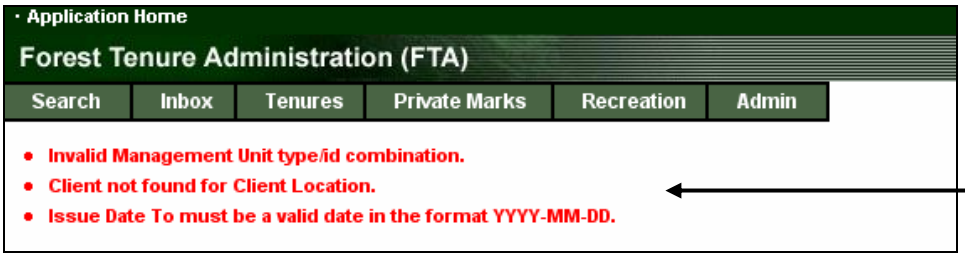
Search results are presented on the search page. These display below the criteria used for the search.



The search results indicate the number of **Result Pages**, the number of **Tenure Files** returned and a **Details** link for each Tenure File. The **Detail** link will "drill down" into the specifics of the Tenure file by passing the information to the FTA100 page.

Search Errors

Several of the search criteria fields require a valid combination of values or require a particular format. When invalid combinations are entered or invalid formats are encountered the FTA **Search** function will generate an error to the screen indicating the nature of the problem. To continue with the search simply correct the input errors and select the **Search** button again.



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How to Perform a Search – Step by Step Summary

1. Select the **Search** menu item from FTA and select the search type:
   - Tenure Search;
   - Timber Mark Search;
   - Cut Block Search;
   - Range Unit/Pasture Search;
   - Recreation Search;
   - Code Table Search; or
   - Links.
2. Enter the minimum information, including the mandatory fields, required for each type of search. Additional criteria may be entered if known.
3. After the minimum search requirements have been entered, click on the **Search** button, near the bottom of the form. This will return the summary records found.
4. In the return set click on the **Details** button beside the record of interest. This will "drill down" into the specifics of the Tenure file and allow you to navigate through the Tenure using the file tabs.

Search Criteria - Use as many criteria as you can to focus your search. Generating a search with minimum criteria will return excessive rows of data and will significantly increase the time the search takes to generate results. In addition, the data returned will be broad rather than specific to your needs. Focusing your search will reduce the time it takes for a search to execute and limit the returns to your specific inquiry.

- The more parameters you enter, the more specific your results will be.
- If you need to perform a broad search, enter less parameters.

Using Wildcards - Wild-card searching is available on the File ID and Client Name fields. The % symbol is valid as a wild-card and can be placed at any position in the criteria string. Example File ID search criteria with wild card:

- A443%

This would return file ID's A443*nn* that matched all other criteria provided.

Additional Tips:

- Use the calendar icon beside date fields to assist you in entering the correct date.
- If you need to re-start a search, click the **Clear** button.
- Use the Inbox **Sort By** option to display the search results in an arrangement that is convenient for you.

Conserve Internet Bandwidth! Using minimum criteria will decrease the speed of the search and increase the volume of records returned.

FTA Participant Guide –

FTA/ESF Overview Module

Topic 4: Using the FTA Inbox

In this topic, you will understand:

- Inbox business logic and workflow;
- How to use the FTA Inbox; and,
- The FTA Processing Statuses.

FTA Inbox

All electronic submissions transmitted to FTA (via ESF) are displayed in the **Inbox.** A submission is always for a specific feature type (e.g. Cut Block, cutting permit, etc.). The Inbox functions as an electronic filing cabinet for all types of submissions. It provides easy access to the spatial and attribute information required for the submission approval. The Inbox also provides access to the details, status and history of a submission.

Think of the Inbox as the central repository of electronic feature type submissions waiting processing. Note that both applications and amendments follow the same path through the Inbox.

You may also examine a submission in FTA by navigating directly to the **FTA 950 – Tenure Application List** page.

Inbox Workflow

The **Inbox** is the FTA workflow tool for processing feature type applications.

Applications are made to FTA through ESF or directly through FTA. Each submission is queued in the Inbox and initially assigned to MoFR. Should a spatial conflict arise, and an official decision is required, the assignment will be changed to MoAL. (Please note: MoAL is currently identified as SRM in FTA.)

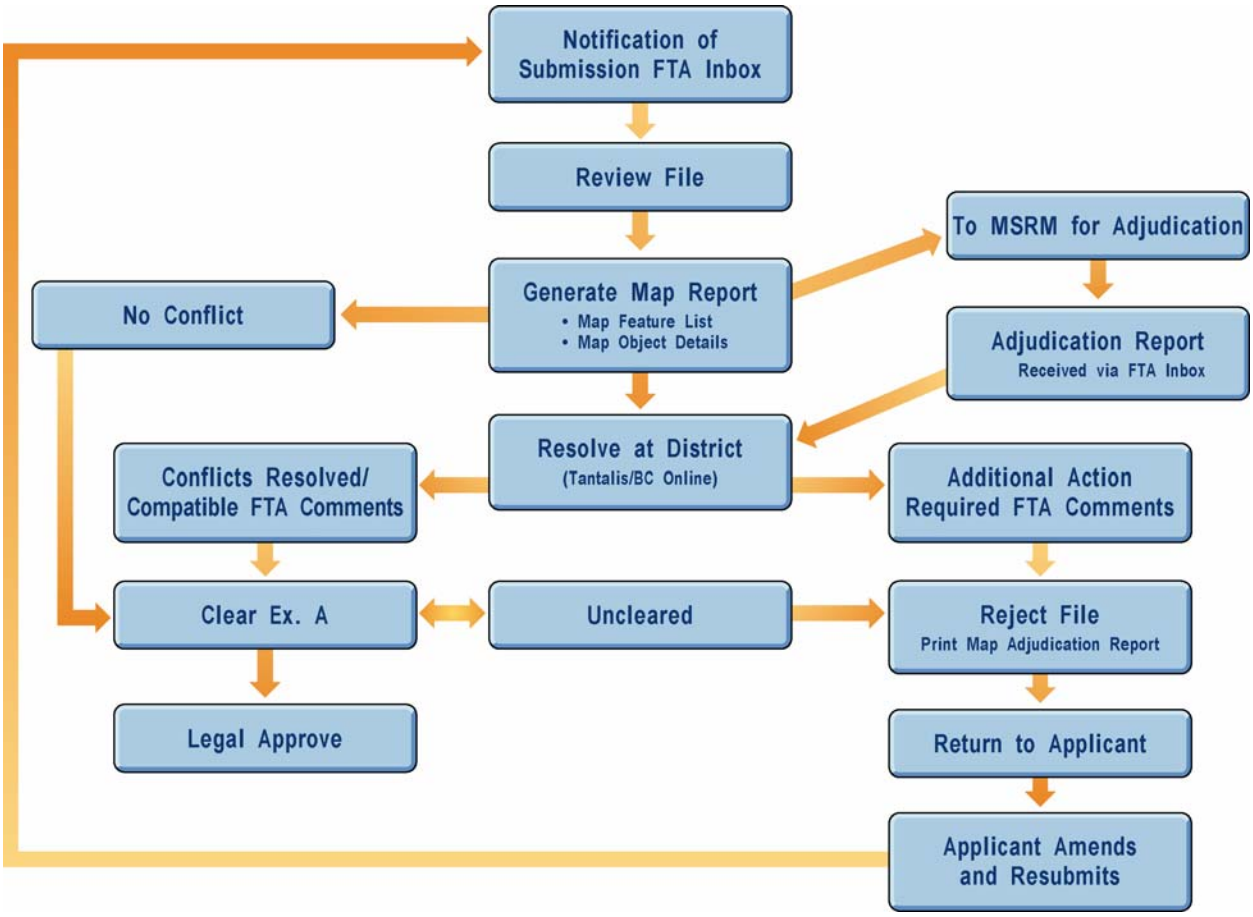
The Inbox is a critical component of the Tenure process and it is typically the first step in Tenure management. MoFR clerks and Tenure specialists must monitor the contents of the Inbox daily for:

- the arrival of new submissions; and,
- the status of submissions in process to keep them moving through the system.

MoAL Registry staff monitor the assignment of applications and adjudicate applications that have been assigned to them. Approval of a Tenure application is generally the responsibility of the District Manager or an authorized designate within MoFR.

MoFR is responsible for the approval process of all Forest, Roads, Recreation, and Range Tenures in FTA as shown below. The process for Oil and Gas Forest Tenures will deviate from the process shown in the diagram below.

MoAL has a specific role to play in this process. If a spatial conflict arises, MoAL is responsible for making an official decision with respect to the conflict.

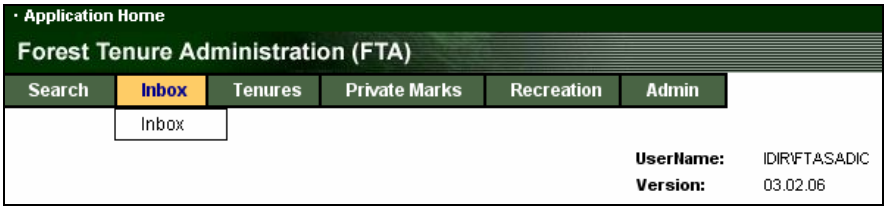


Detailed Inbox processes for each of the key business areas; Timber, Roads, Range and Recreation will be covered in their respective training modules.

How to use the FTA Inbox

Navigating to the FTA Inbox Page

The **Inbox** tab provides navigation to the Inbox page, **FTA300 – Inbox**.

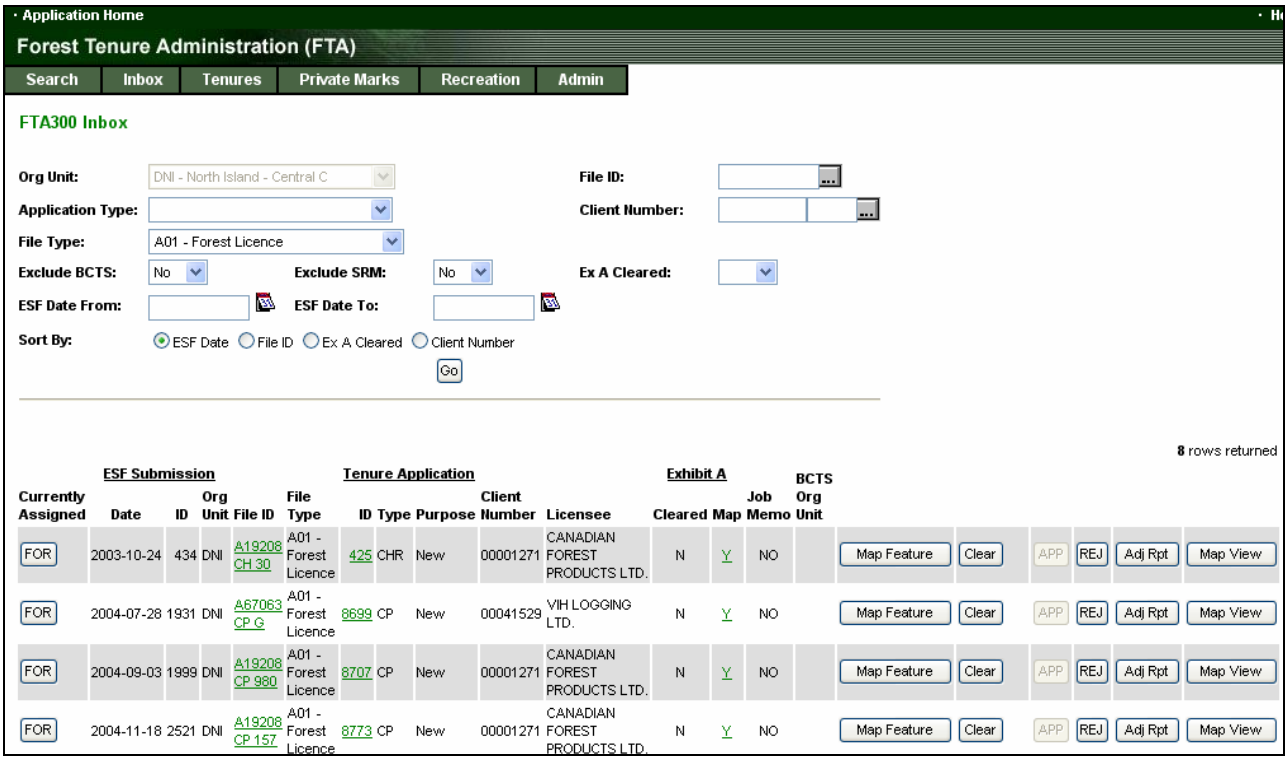


The **Inbox** page, FTA300 – Inbox, allows users to view electronic submissions that are pending processing and proceed through the clearance process. This process can result in either the approval or rejection of the submission.

With the FTA300 – Inbox page a user can:

- **Filter** the contents of the Inbox by various criteria;
- **View** the attribute and spatial components of electronically submitted records to be processed;
- Assign responsibility to a "FOR" or "SRM" user;
- Go to **Map Features** to resolve conflicts;
- **Clear, Approve** or **Reject** electronically submitted records; and,
- Review the **Adjudication Status Report (Map Report)** associated with the submission.

The terms **"Adjudication Status Report"** and **"Map Report"** are both used within MoFR to refer to the report generated in FTA. This report provides insight into any spatial conflicts which pertain to the area of interest. To generate this report, click the **Adj Rpt** button in FTA.



Contents of the **Inbox** include all pending files for the organizational unit associated with the user's login credentials.

The availability to use the functions of the inbox (currently assigned, map feature, clear, approve, reject, adjudication status report and map view) are dependent upon:

- The authority of the user (determined by their login credentials); and,
- The status of the file.

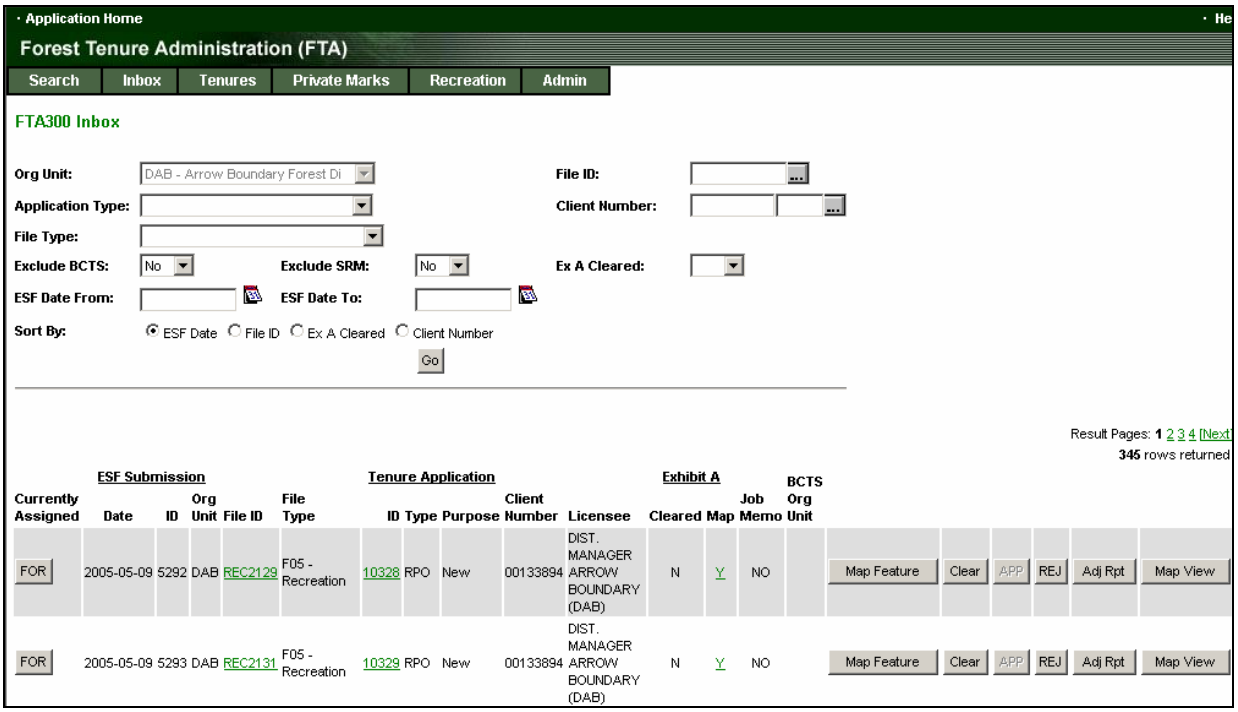
Understanding the FTA Inbox Page Layout

The FTA300 – Inbox has two main screen components

- Inbox filter criteria; and,
- Individual submissions.

Filter Criteria

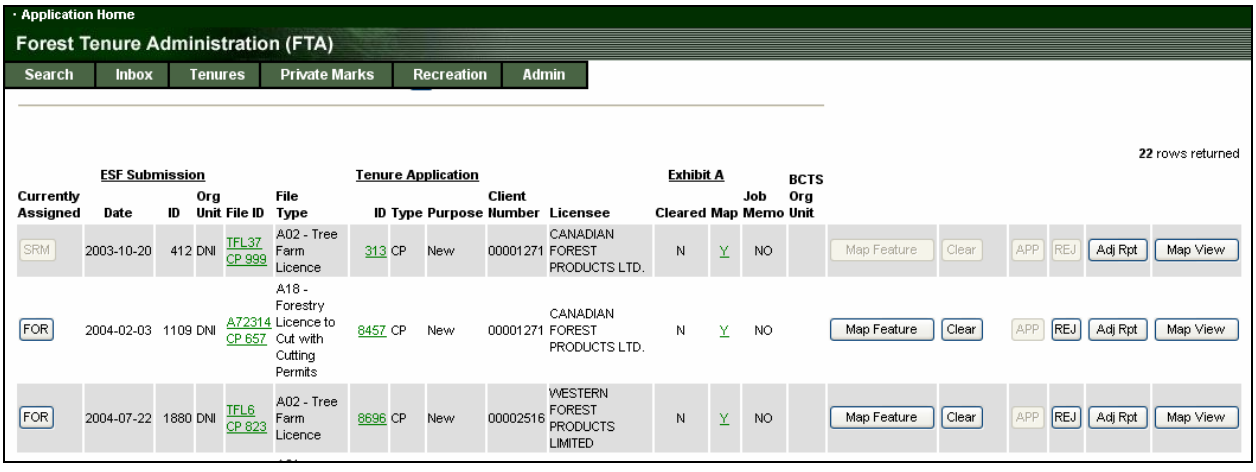
By default, the Inbox will display all submissions that are currently in the approval process for the organizational unit associated with the user's login credentials. The contents of the **Inbox** can be filtered by several criteria to focus the contents to a specific Submission Type, File Type, Forest File ID, Client or business need.



The **Org Unit** identifies the district or region that the current user belongs to. This field will be pre-selected based on the organizational unit associated with the user's login credentials.

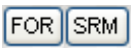
Inbox Contents

Inbox contents are organized by Assignment, ESF Submission, Tenure Application and current processing status. Each file in the Inbox will have indicators that are set and functions available that are dependant on the current responsibility for the file, the status of the submission in the approval process and the authorities granted to the user.



Key Inbox Buttons

Currently Assigned



A submission (also known as an application) is assigned to a "FOR" or "SRM" designate for processing based on the status of the application in the approval process.

- All applications will be initially assigned to MoFR. If a spatial conflict requires an official decision, the application will be re-assigned to MoAL (SRM in FTA) for adjudication.

Map Feature

The **Map Feature** function navigates the user to the FTA316 - Map Feature List page. This page is used for navigation to conflicts for specific map features within the application.

Clear

Clear provides clearance for the application spatial conflicts prior to approval. All conflicts must be reviewed and identified as resolved or identified for additional action prior to being cleared.

App

App provides approval for the application. Approval is usually given by the District Manager or a designate. Once approved, the application is no longer viewed in the Inbox.

- On approval, a message is generated and sent to the ESF business agent for delivery to the submitting Tenure applicant.

Rej

Rej will reject the application. Rejection is usually given by the District Manager or a designate.

- On reject, a message is generated and sent to the ESF business agent for delivery to the submitting applicant.

Adj Report

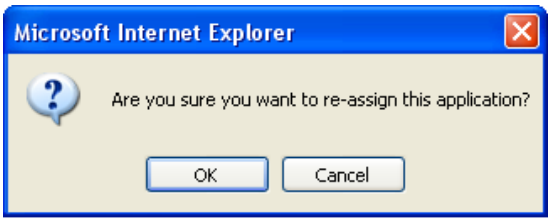
Adjudication Report generates a PDF Map Report detailing the application and all identified conflicts.

Map View

Map View opens Map View for the Web displaying the Tenure application with all known spatial conflicts referenced from the Land Resource Data Warehouse.

How to use the FTA Inbox – Step by Step Summary

1. Select the **Inbox** menu item from FTA.
2. Refine the Inbox contents by selecting additional criteria to filter the Inbox files.
   Remember the **Org Unit** field will be pre-selected based on the organizational unit associated with the user's login credentials.
3. Review the file of interest for summary details.
   - Who is the file assigned to?
   - Has the file been cleared?
   - Is there an Exhibit A available? – View the Exhibit A.
   - Are there job memos? – Review job memos.
4. Assuming the file is assigned to the current FTA user, generate an Adjudication Status Report and view the spatial components using Map View. Are there conflicts?
   - If conflicts are resolved **Clear** the file.
   - If conflicts require an official decision (adjudication) continue to Step 5.
5. Use the **Currently Assigned** function to re-assign the file to "SRM" for adjudication.
   When you select the "FOR" icon to re-assign a confirmation message will appear:



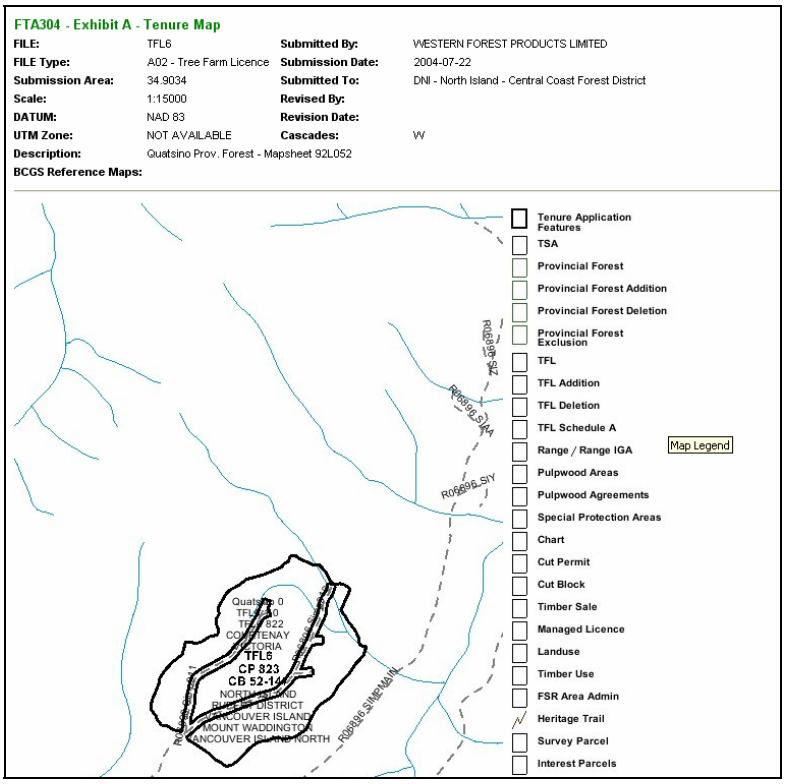
   Monitor the Inbox for the assignment to be returned to "FOR" and continue working with the application.
6. With all conflicts resolved the Tenure application file is ready for Approval or Rejection.

Using the Inbox Functions

Viewing the Exhibit A

The submitted map is a document that defines the application's geometry applied for as submitted by the forest client. The Exhibit A is generated automatically by FTA from the electronic application submitted through ESF.

The cleared and approved Exhibit A, along with the Adjudication Status Report, forms part of the legal authority documents for the application.



To view an Exhibit A Map select the **Exhibit A Map** hyperlink for the Tenure Application on the FTA 300 – Inbox page.

ESF Submission						Tenure Application					Exhibit A									
Currently Assigned	Date	ID	Org Unit	File ID	File Type	ID	Type	Purpose	Client Number	Licensee	Cleared	Map	Job Memo	BCTS Org Unit						
SRM	2003-10-20	412	DNI	TFL37 CP 999	A02 - Tree Farm Licence	313	CP	New	00001271	CANADIAN FOREST PRODUCTS LTD.	N	Y	NO		Map Feature	Clear	APP	REJ	Adj Rpt	Map View

The Exhibit A for a Tenure Application can be viewed from several FTA Inbox pages using the **Exhibit A Map Hyperlink**

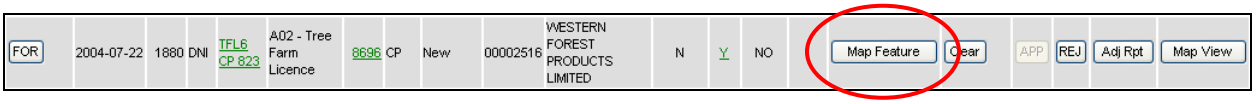
- FTA 315 – Map Report Conflicts
- FTA 316 – Map Feature List

Map Reporting

Map Reporting is the process of identifying, qualifying and resolving any conflicts that may exist between the submitted map and existing Tenures, or rights, assigned to the area of interest. Disputes which arise from conflicts that are not resolvable by MoFR are assigned to MoAL (SRM in FTA) for adjudication. An official decision is made by MoAL and the application is returned to MoFR for the implementation of this decision.

Spatial conflicts are presented on the Map Report. As discussed earlier, this report is available by clicking the Adj Rpt button in FTA on the Inbox.

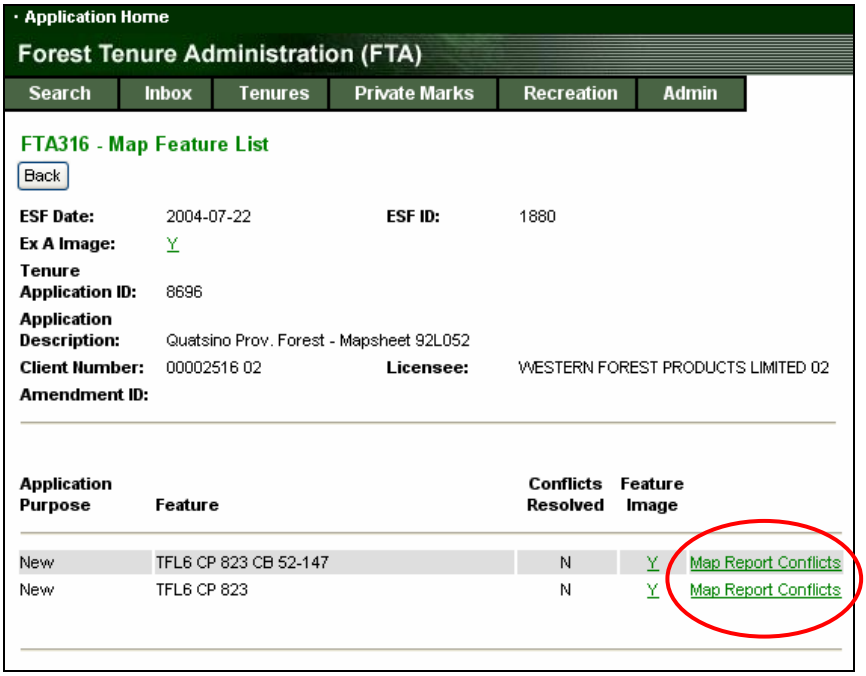
A user may also examine features which conflict with the geographic area of the application using the Map Features List. The Map Feature List is accessed by selecting the **Map Feature** button on the **FTA300 Inbox** page.



MAP Feature List

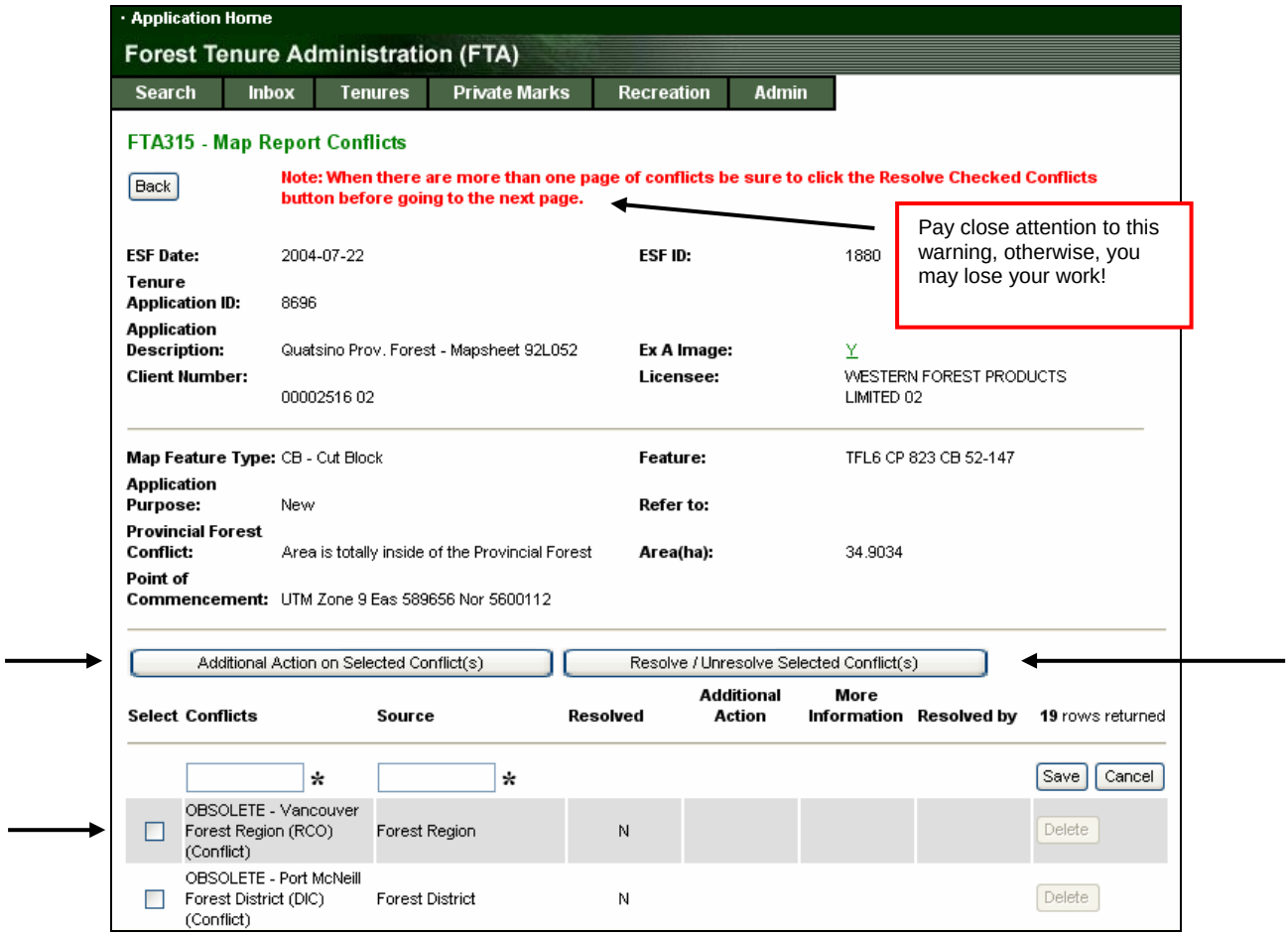
The **FTA316 – Map Feature List** page provides a summary of the application and a list of features within the application.

Conflicts for each feature can be view by selecting the **Map Report Conflicts** hyperlink for each feature.



Map Report Conflicts

The **FTA315 – Map Report Conflicts** page provides a summary of the application and the selected feature and a list of identified conflicts for the feature. Conflicts can be resolved individually or in multiples.



Key Map Report Conflict Functions

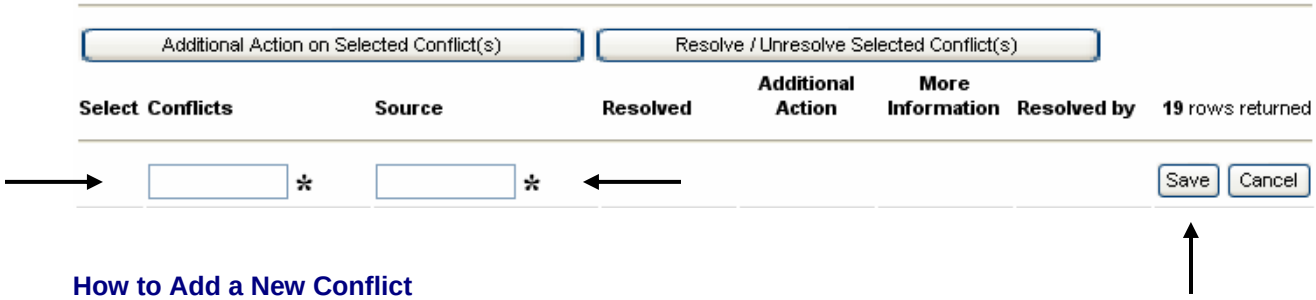
Select	The **Select** button identified with the black arrow is used to select each conflict that will be acted on. Each conflict can be dealt with individually or in multiples.
Additional Action on Selected Conflicts	This **Additional Action** button navigates to FTA313 - Map Report Status Action page. This page allows you to add an additional action and comment about a conflict or multiple conflicts.
Resolve/Unresolve Selected Conflicts	The **Resolve/ Unresolve** button will toggle the resolved flag to “Y” or “N” for all selected conflicts. Note that the sort order of this page will display unresolved conflicts prior to resolved conflicts.
Delete	**Delete** will remove the conflict from the conflict list for the Map Feature. Only users with administrative privileges have the authority to delete conflicts.

Resolve Conflicts – Step by Step Summary

1. From the FTA 315 – Map Report Conflicts page click the **Select** check box of one or more listed conflicts to be addressed.
2. Select **Resolve/Unresolve** conflicts function.
3. Review the conflict lists for the "Y" **Resolved** indicator.
4. Select the **Back** function to return to FTA300 - FTA Inbox to continue processing the Tenure Application.

Adding Conflicts

New conflicts may be identified during adjudication that were not detected in the automated conflict detection process described above. Additional conflicts can be added using the key-in fields located at the top of the conflicts list.



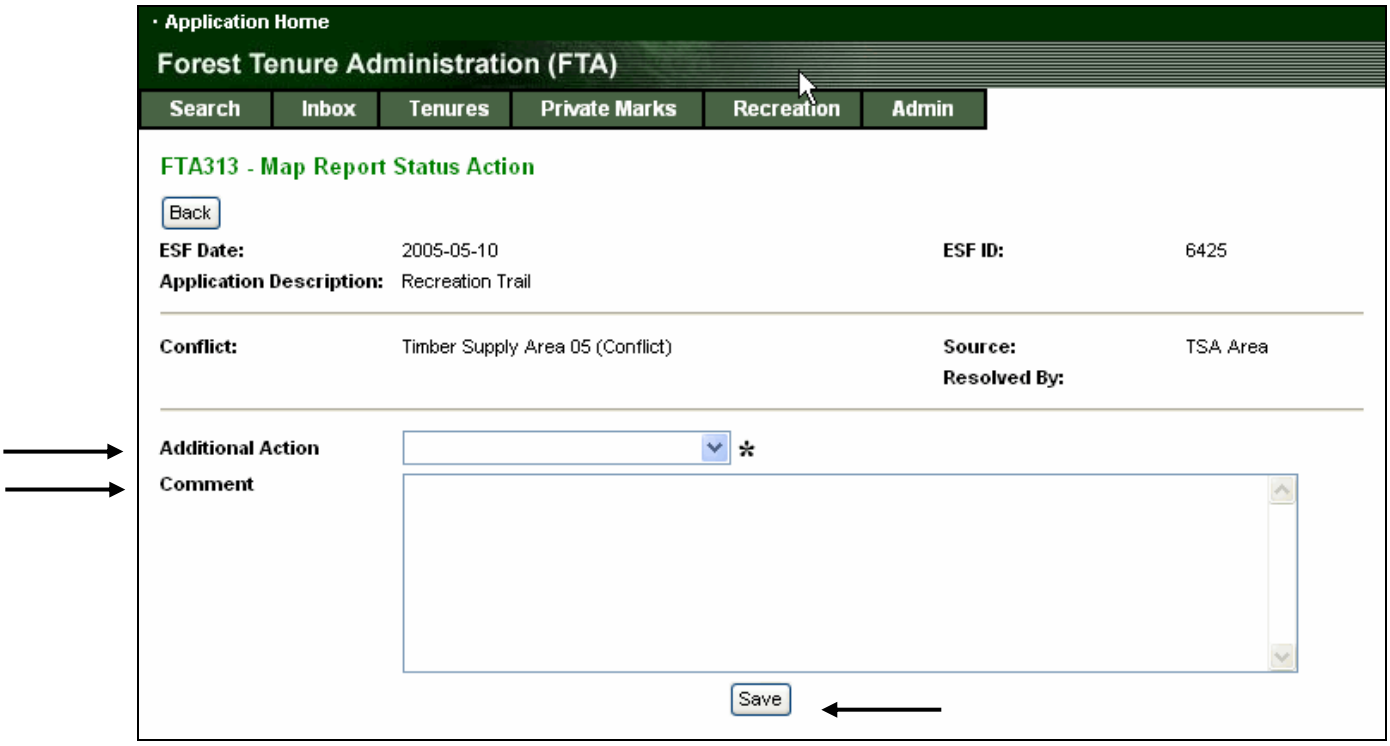
How to Add a New Conflict

1. Enter the conflict description in the **Conflict** field.
2. Enter the conflict source in the **Source** field.
3. Select **Save** to save the new conflict. Saved conflicts will be added to the conflicts list as unresolved.

Conflict and **Source** are mandatory when adding a new conflict as denoted by the asterisk. Using the **Additional Action** or **Resolve/Unresolve** functions on a cleared Tenure Application will automatically unclear the application in the FTA 300 - Inbox.

Selecting Additional Action

The map reporting process provides flexibility to alternately identify a conflict for additional action. An additional action details any pending actions that are required by MoFR, or the forest client, to process the application.



How to Add an Additional Action Comment

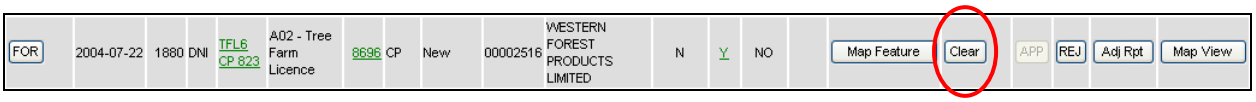
1. Select the **Additional Action** code from the **Addition Action** drop down field. Valid codes are:
   - **COM – Comment:** Used when a land interest conflict from the FTA Map Report requires no further steps to proceed.
   - **EXC – Exclude:** Used when a land interest from the FTA Map Report is non-compatible and requires a spatial boundary change or rejection of FTA application.
   - **EXCVER – Exclude (by notation):** Used when you have linear FTA map conflicts that are non-compatible and if excluded would create holes/blocks in a single polygon.
   - **REF – Referral:** Used when the FTA Map Report conflict is probably compatible with the FTA application but the Ministry/Agency needs to be referred to for comments/objections.
   - **SAV – Save and except:** Used when the FTA Map Report is compatible with the FTA application but has prior rights that need to be protected for the tenured area.
2. Enter optional comment in the **Comment** field.
3. Select **Save** to save the additional action.
4. Select the **Back** function to return to the FTA 313 – Map Reports Conflict page.

If you select **Additional Action on Selected Conflicts** for multiple conflicts, be certain that you intend to apply this action/comment to more than one conflict. All conflicts must be **Resolved** or assigned **Additional Action** to be cleared in the FTA 300-Inbox.

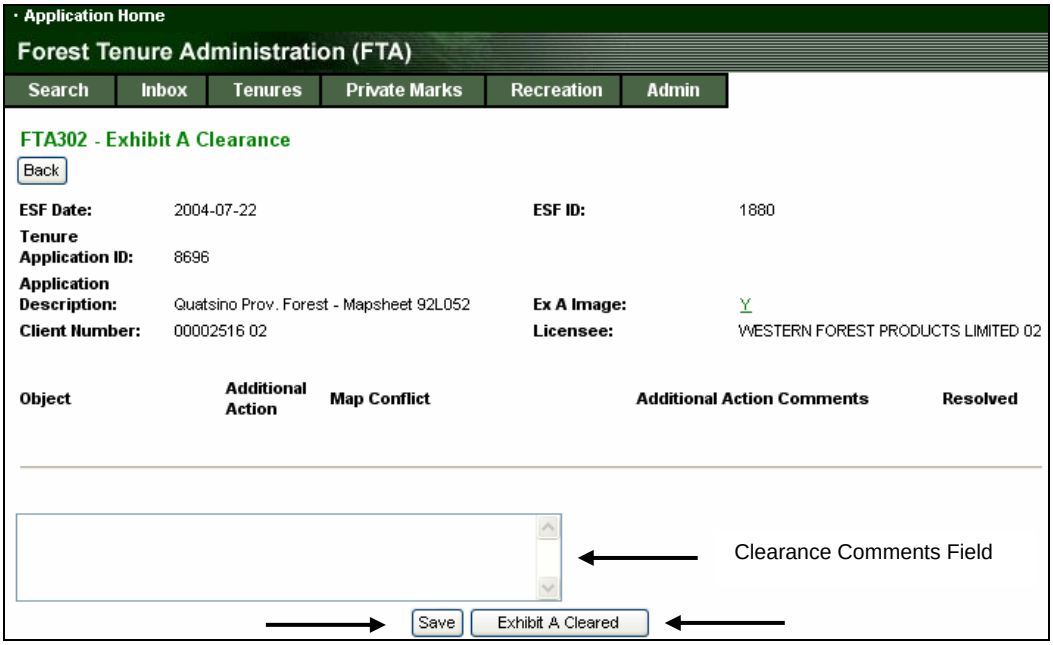
Exhibit A Clearance

With the completion of the Map Reporting process all conflicts should be resolved or identified for additional action. The Tenure application Exhibit A can now be cleared for approval or rejection by the district manager or an authorized designate.

Clearance is set from the **Clear** function on the FTA300 – Inbox page. The **Clear** function navigates to the **Exhibit A Clearance** page, FTA312 – Exhibit A Clearance.



The Exhibit A Clearance page provides a summary of the Tenure Application Inbox details, a list of Map Features (objects) with additional actions and a Clearance Comment data field.



Key Exhibit A Clearance Functions

Clearance Comments Field	The **Save** function saves any clearance comments that have been entered for this Exhibit A clearance. Comments entered appear on the Adjudication Status Report. The **Clearance Comments** field allows the entry of comments regarding the application. For example, the comments may include conflicts that may not yet have been resolved.
Exhibit A Cleared	The **Exhibit A Cleared** function sets the Cleared status to "Y" in the FTA 300 - Inbox page.

All conflicts must be **Resolved** or be identified as requiring **Additional Action** for Exhibit A Clearance.

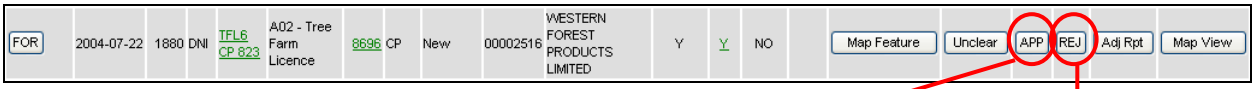
Clearing an Exhibit A

1. From the FTA300 – Inbox page select the **Clear** function.
2. Enter optional clearance comments and select the **Save** function on the FTA302 - Exhibit A Clearance page.
3. Select the **Exhibit A Cleared** function to set the Exhibit A Cleared Indicator.
4. Select the **Back** function (to return to FTA300 – FTA Inbox) to continue processing the Tenure Application.

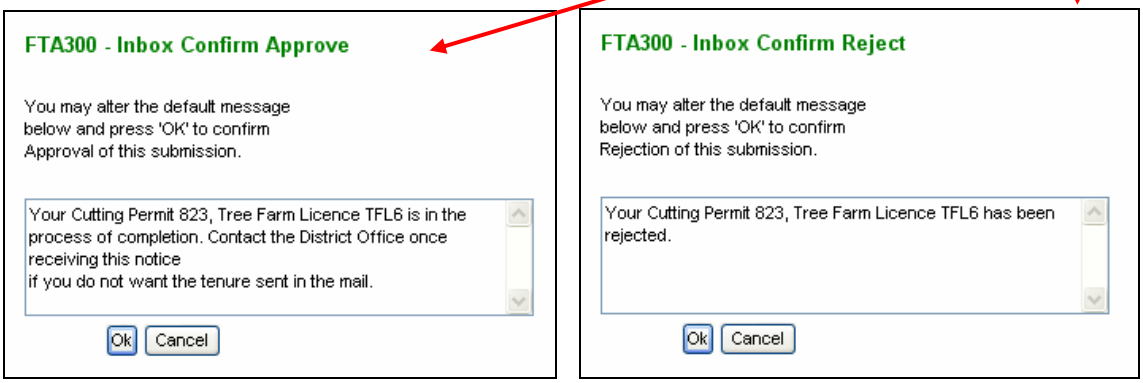
Approving and Rejecting Applications

After the Exhibit A has been cleared, the application may be approved or rejected. Note that the application may be rejected at any time during the application process.

Approval or Rejection is granted from the **APP** or **REJ** function on the FTA300 – Inbox page. The **APP** and **REJ** functions open a pop-up confirmation page. These pages are displayed below. Note that the text is editable in each page. This is handy as it allows a user to enter the rejection reason.



Approval and Rejection Confirmation Windows



Key Inbox Approval / Rejection Window

Confirmation Message Field	The **Confirmation Message** field contains a default message for the approval or the rejection. This message contains the business keys identified in the application. The default message can be altered to alert the forest client of any special circumstances pertaining to the approval or rejection.

The approval or rejection is accepted by selecting **OK** in the confirmation window. FTA will return to the FTA300 - Inbox and display an **"Approval Successful"** or **"Submission has been Rejected"** message.

Depending on the type of Tenure being approved the application may be directly approved or it may require additional manual processing before the approval can be completed.

For example, selecting the **APP** function to approve a Tree Farm Licence Cutting Permit will not approve the Tenure application as additional processing is required for this type of Tenure. FTA will return to the FTA300 - Inbox and display a message detailing the additional actions required to approve the Tenure.

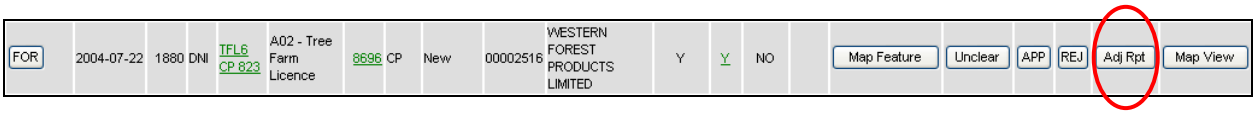
When an application is approved the file is removed from the FTA 300 – Inbox. Details of the approved Tenure are available from the FTA 100 – Tenure page and the FTA 950 – Tenure Application List page.

Only the District Manager, or an authorized designate, can approve or reject an application in FTA.

Understanding the Adjudication Status Report

The **Adjudication Status Report** provides details on the identified conflicts and all adjudication actions in a convenient PDF format. The Adjudication Status Report is always printed by MoFR staff and a copy of the report is filed.

An Adjudication Status Report is required for all new and amended applications whether conflicts exist or not. This report is generated from the **Adj Rpt** function on the FTA300 - Inbox page.



The Adjudication Status Report is a multi-section PDF document:

- Section 1 provides a summary of the application details.
- Section 2 provides the detailed conflict description and resolution action.
- Section 3 contains details on the adjudicator and comments related to the adjudication of the application.

See **Appendix A** for an example Adjudication Status Report.

The Adjudication Status Report is generated in Adobe PDF format. FTA users must have a compatible version of Adobe Acrobat installed on their systems.

FTA Processing Statuses

Tenure File Status

Every Tenure file managed by the Ministry is bound by legal and business status.

The movement of a Tenure file through FTA is tracked by **Status Codes** that correspond to the legal and business status of the file at any point in the Tenure lifecycle. Most of the codes used in FTA have been carried over from the previous Forest Tenure Administration System (FTAS) with the same meaning. For FTA, two new codes have been added to the status codes to reflect the role of ESF in Forest Tenure Administration. Common codes are explained in the next section.

Changes in status may be a result of automation through the use of business rules in the FTA application or through manual intervention by Ministry staff to satisfy business functions that cannot be automated.

Each **Tenure File Type** has specific business rules that define the requirement for a change in status and the point in the life cycle that the change occurs. This training guide will introduce the common processing statuses and provide a high-level business process to demonstrate the use of status.

Each of the major business areas addressed within the FTA and ESF Training Program will have unique life cycle requirements for status. These requirements will be covered in greater detail in the training modules specific to the business area. These include:

- Private Marks
- Range
- Recreation
- Timber
- Roads
- BCTS

Common FTA Status Codes

Pending Electronic

All Tenure files received by FTA through ESF receive a PE status.

- Tenure file submitted through ESF but not yet accepted into FTA
- Tenure details not available to other Ministry applications
- New FTA Code

Pending Application

Assigned to Tenure files entered by district prior to the Tenure details being available.

- Supports Tenure Applications made on behalf of the forest client by the district
- Required for data role over from existing Incosada / FTAS Tenure files
- New FTA Code

Pending Proposed

Assigned to Tenure files and map features at the planned, proposed or pending stage.

- Tenure file information used for appraisals
- Map feature (Block) accepted but activity not initiated

Pending Issuance

Assigned to Tenure files with Exhibit A clearance.

- Tenure file details can be updated
- Legal documents can be prepared

Issued

Assigned to an approved Tenure file.

- Legal documents signed and issued to the forest client
- Tenure permit/mark details linked to the Scale Control System (SCS) and Harvest Billing System (HBS)

Logging Approved

Automatically assigned to a Tenure file with PP status.

*** HB status is common to Timber Tenures only**

Logging Complete

Assigned to a Tenure file were harvesting has been completed.

- Primary harvest is complete
- Waste and Residue may still be harvested and billed
- Triggered by the submission of disturbance activities through RESULTS

*** LC status is common to Timber Tenures only**

Closed

Assigned to a Tenure where all activity and obligations on the Tenure file are complete.

Cancelled

Assigned to a Tenure file cancelled at the discretion of the Ministry

- Tenure file not available to other Ministry applications

Entered in Error

Assigned to a Tenure file entered and saved in error by Ministry staff.

- Tenure file not available to other Ministry applications

Silviculture

Harvesting activities and other obligations on the Cut Block have been completed and the final inspection has been completed.

FTA Status Progression

FTA is a status driven system. The status progression defines how a Tenure file moves forward in the administrative and business cycle. Status codes are used to track the progression. The statuses will change as an application progresses through the Inbox to an issued state through a combination of manual and automated business processes. Automated status change may result from previous actions on the file in FTA or through influence from an external MoFR system such as RESULTS or CIMS.

Once an application reaches an issued state, business processes and specific rules for each Tenure type are applied based on a specific combination of status. Certain processes will not be performed until the Tenure file and its components have reached the required status points for the Tenure file to move forward in the workflow.

For **Timber Tenures** there are three components: the file, the cutting permit and the cut block. Each component is assigned a status that is dependent on the state of the other. Status change on these components is dependent on two conditions:

- The business and legal requirement of the action or event in the business process and;
- The status of the other components

The status of each component is critical to moving the Tenure forward through the business cycle.

The example of status progression shown below is at a high level and is intended to demonstrate the process in general as it applies to a cutting permit application. Key FTA statuses are used to demonstrate the status driven workflow. In the case of a **Harvest Application with CP** there are additional business process milestones that will influence the status of the Tenure file and its components. **Cutting Permit** and **Cut Block Amendments** are examples of additional processes not shown in the example that are common to **Timber Tenures** that will impact the status assignment of the Tenure file in the FTA workflow.

New Harvest Application with Cutting Permit Status Workflow Example

Status Progression (High level FTA Business Model)	New Harvest Application with Cutting Permit		
	Tenure File	Cutting Permit	Cut Block
1 Harvest with CP Application received by FTA through ESF • Tenure file status HI set manually at time of issuance • Cutting Permit and Block initial PE status set automatically to indicate submission through ESF Appraisal and cruise detail entered			
2 Harvest with CP Application reviewed Conflicts resolved and Exhibit A cleared • Cutting Permit status moves to PI automatically with Exhibit A clearance • Mark Issue Date entered • Other system mandatory requirements fulfilled			
3 Harvest application approved by District Manager or authorized designate. CP issued • Resource clerk prepares documents • District Manager or authorized designate signs • When the Cutting Permit is approved in FTA its status changes to HI – issued. • When the CP status is HI, all blocks automatically change to HB – Logging Approved			
4 Harvesting Activities completed • Automated status change on block by the submission of a disturbance report to RESULTS (Form B) or by MoFR submitting an inspection report on the block to CIMS			
5 Cutting Permit completed • Cut Block status change to S is triggered by the licensee declaring obligations met on a block as reported through RESULTS • Once the status on all blocks of the file have been set to S the cutting permit is manually changed to HC			

FTA Participant Guide –

FTA/ESF Overview Module

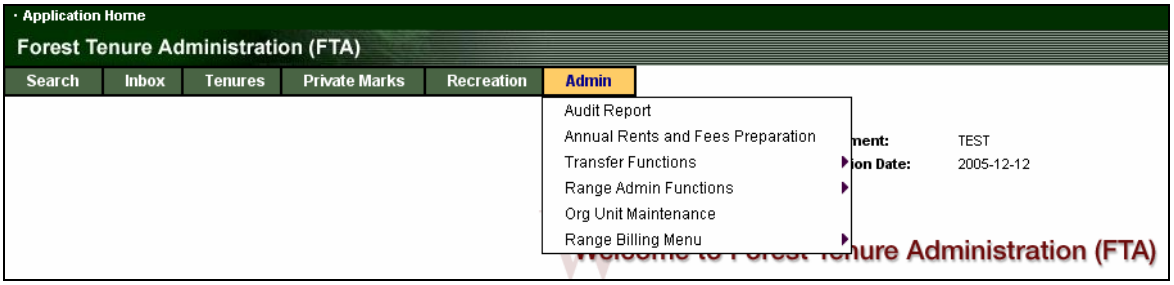
Topic 5: Understanding Admin Functions

In this topic, you will understand:

- FTA Administrative Functions;
- How to maintain Organizational Units; and,
- How to generate Audit Reports.

FTA Administrative Functions

The FTA **Admin** tab contains general administrative functions and business area specific administrative functions.



Audit Report and **Org Unit Maintenance** are administrative functions common to all business area users of FTA. The remaining functions are business specific and are covered in the business area training modules.

- Annual Rents and Fees Preparation and Transfer Functions are addressed in Module 5.3 Administrative Timber Tenure Tasks in FTA.
- Range Admin Functions and Range Billing Menu functions are addressed in Module 3.1 Range Tenure Management and Module 3.2 Range Billing in FTA.

How to Maintain Organizational Units

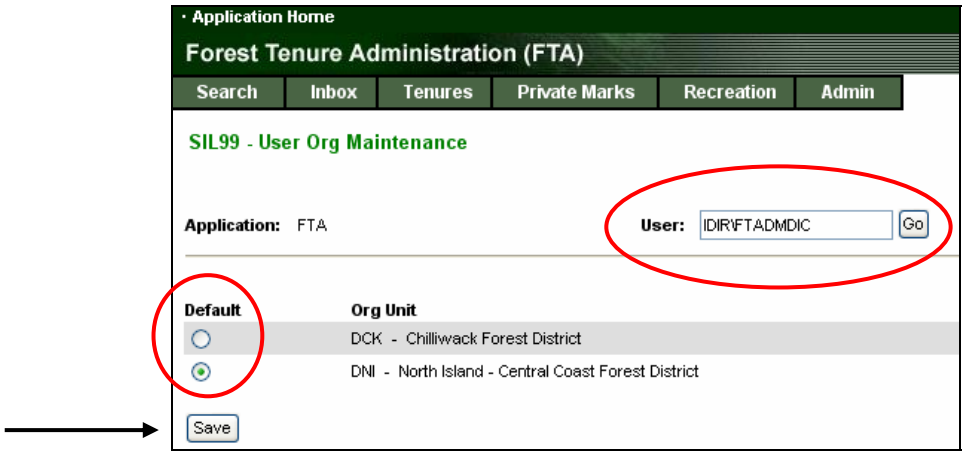
The **User Org Maintenance** page, SIL99 – Org Unit Maintenance, allows you to manage organizational units for those users who belong to multiple organization units. This function can be used to set the default organizational unit across the FTA Application for any application page or function that uses **Organizational Unit** as a filter or search criteria.

General users can set the default Organizational Unit if they belong to multiple Organizational Units.

Users with FTA administrative privileges can set the default Organizational Unit for users who belong to multiple Organizational Units.

The majority of users will only be able to work within their own district. Therefore, they will not be allowed to change their Organizational Unit.

The Org Unit Maintenance page can be selected from the drop down list by clicking on **Org Unit Maintenance**.



How to Change Your Own Default Organizational Unit

1. Select the **Admin** menu item from the FTA application header and select **Org Unit Maintenance**.
   - The User ID of the current user is displayed in the **User** field.
2. Select the default Org Unit by clicking the **Default** radio button.
3. Select **Save** to save the selection.

How to Manage the Default Organizational Unit for Other Users

1. Select the **Admin** menu item from the FTA application header and select **Organizational Unit Maintenance**.
   - The User ID of the current user is displayed in the **User** field.
2. Enter the domain and user ID of the user in the **User** field and select the **Go** button.
   - This action will load the Organizational Units assigned to the User ID.
3. Select the default Organizational Unit by clicking the **Default** radio button.
4. Select **Save** to save the selection.

Only users with the appropriate administrative privileges can set the Organizational Unit default for other users.

Audit Reports

The Audit Report page, FTA675 – Audit Report, contains two audit reports for Tenure Files:

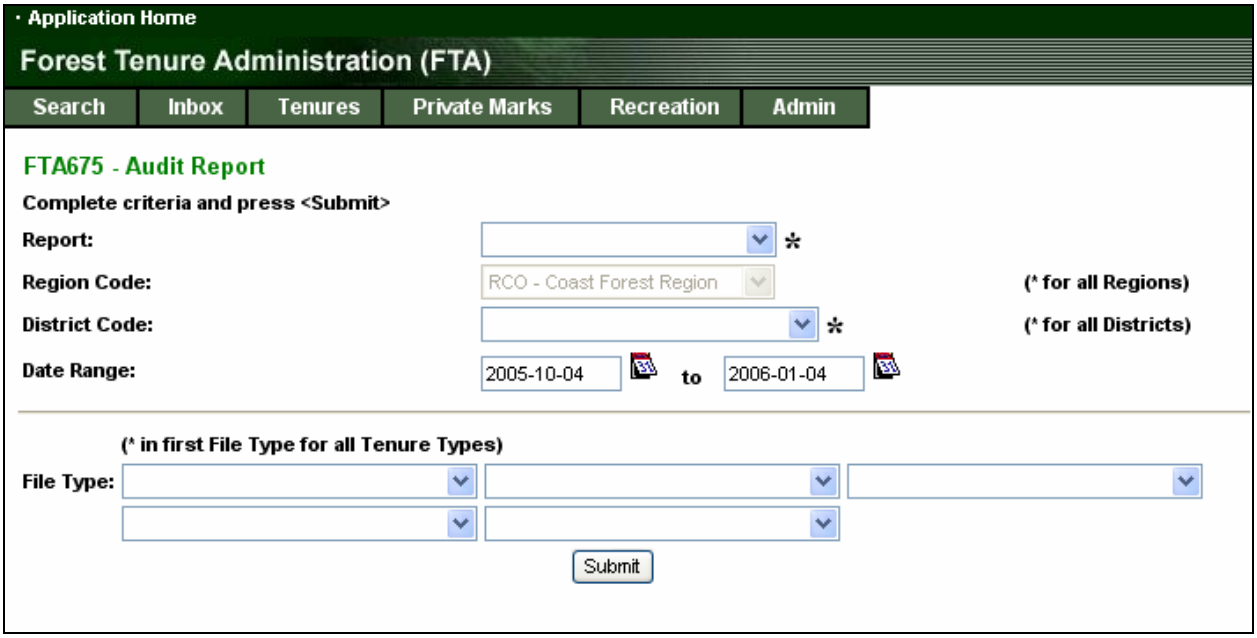
- District Override Audit Report; and,
- Delete EE Audit Report.

District Override Report

The **District Override Audit Report** lists district overrides made to Tenure status. This audit is an audit trail in report form for every change made. It shows before and after the change, a date stamp, and the User ID for the person who made the change. It also identifies status rollbacks to Tenure Files.

District EE Audit Report

The **District EE Audit Report** lets you view files that have been entered in error that should be removed from the FTA database. Tenure files with a status of EE are not required to remain in FTA.

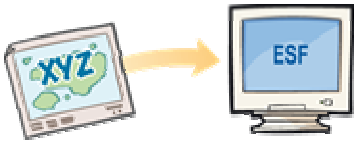


How to Generate an Audit Report

1. Select the **Admin** menu item from the FTA application header and select **Audit Report**.
2. Select the **District Override Audit Report** or **Delete EE Audit Report** from the Report drop down list.
   - This criterion is mandatory.
3. Select the **Region Code** from the Region Code drop down list.
   - If the users default Org Unit Code is a region code it will display by default.
   - Use * id in the Region Code field to report for all regions by district.
4. Select the **District Code** from the District Code drop down list.
   - If the users default Org Unit Code is a district code it will display by default.
   - Use * id in the District Code field to report for all districts by region.
   - This criteria is mandatory.
5. Select the desired **Date Range.**
   - Use the calendar icon to select the dates.
6. Select the Tenure **File Types** from the 5 File Type drop down lists.
   - Use ***** in the first file type field to report on all Tenure File Types.
7. Select the **Submit** button to generate the report.

See **Appendix B** for sample District Override Audit and Delete EE Audit Reports.

FTA Participant Guide –



FTA/ESF Overview Module

Topic 6: 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 Search a Submission using ESF; and,
- How to Upload a Submission using ESF.

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:
  - MoFR Staff.
  - BC Timber Sales.
- External:
  - MoAL Staff.
  - 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

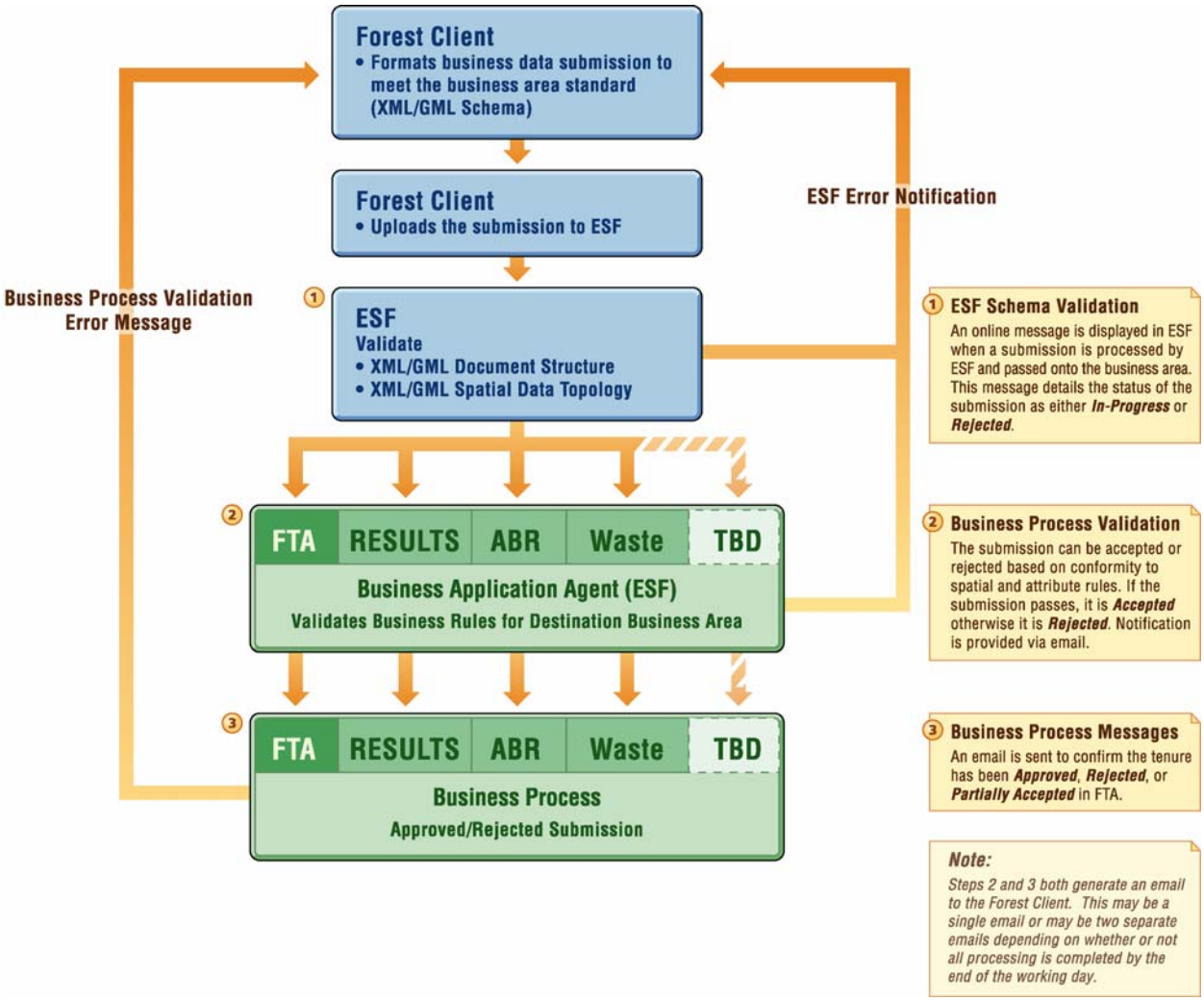
The ESF **business process model** defines four high level functions that allow XML/GML submission document processing to occur:

- 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.


Forest Client
• Formats business data submission to meet the business area standard (XML/GML Schema)
Forest Client
• Uploads the submission to ESF
ESF Error Notification
Business Process Validation Error Message
1
ESF
Validate
• XML/GML Document Structure
• XML/GML Spatial Data Topology
2
FTA
RESULTS
ABR
Waste
TBD
Business Application Agent (ESF)
Validates Business Rules for Destination Business Area
3
FTA
RESULTS
ABR
Waste
TBD
Business Process
Approved/Rejected Submission
1 ESF Schema Validation
An online message is displayed in ESF when a submission is processed by ESF and passed onto the business area. This message details the status of the submission as either In-Progress or Rejected.
2 Business Process Validation
The submission can be accepted or rejected based on conformity to spatial and attribute rules. If the submission passes, it is Accepted otherwise it is Rejected. Notification is provided via email.
3 Business Process Messages
An email is sent to confirm the tenure has been Approved, Rejected, or Partially Accepted in FTA.
Note:
Steps 2 and 3 both generate an email to the Forest Client. This may be a single email or may be two separate emails depending on whether or not all processing is completed by the end of the working day.

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.

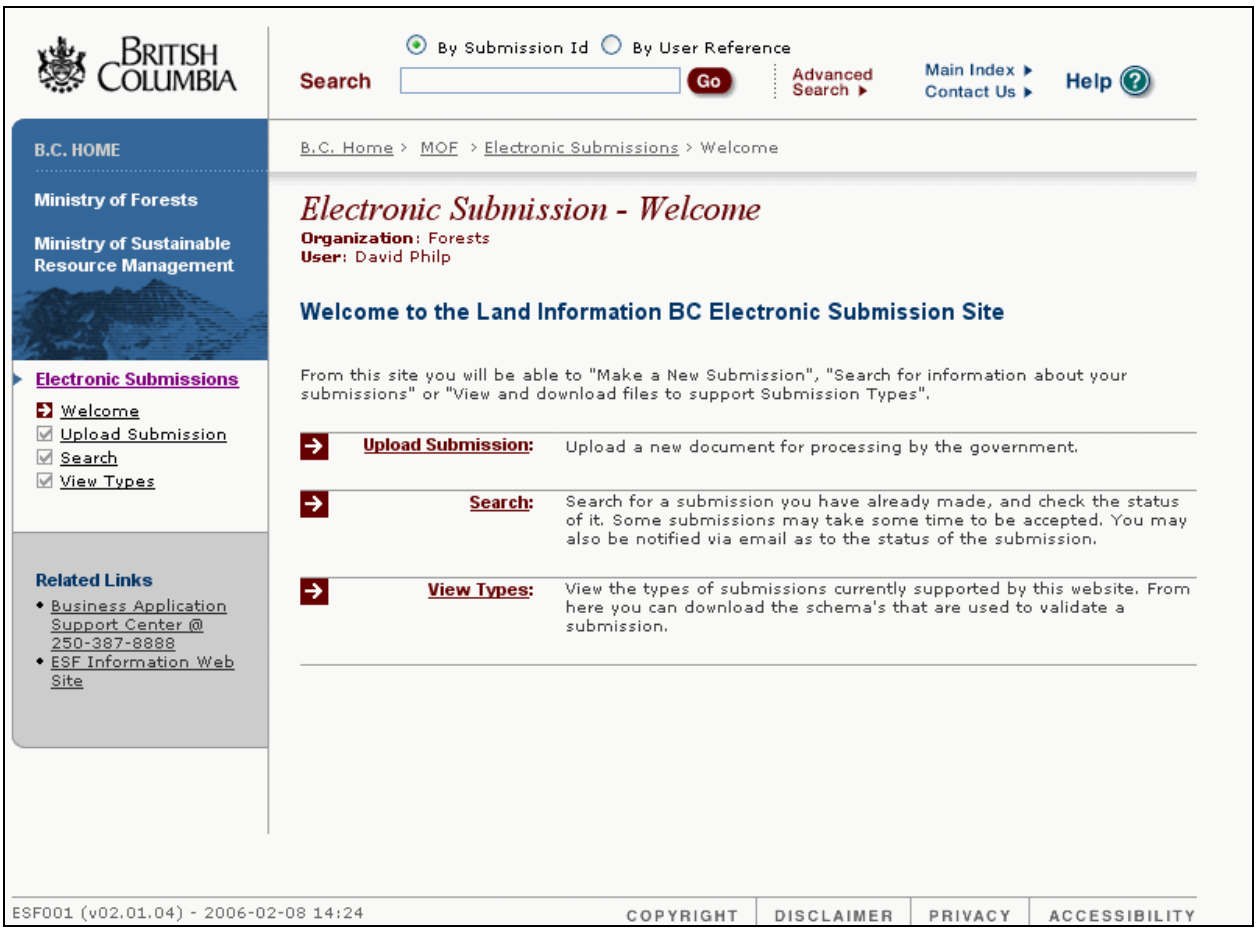
   If you are using Windows NT/2000, you will be prompted to enter the following:
   - In the User ID field enter your User ID.
   - In the Password field enter the Password which corresponds to this User ID.
   - In the Domain field enter the Domain which corresponds to this User ID.
3. Click the **OK** 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

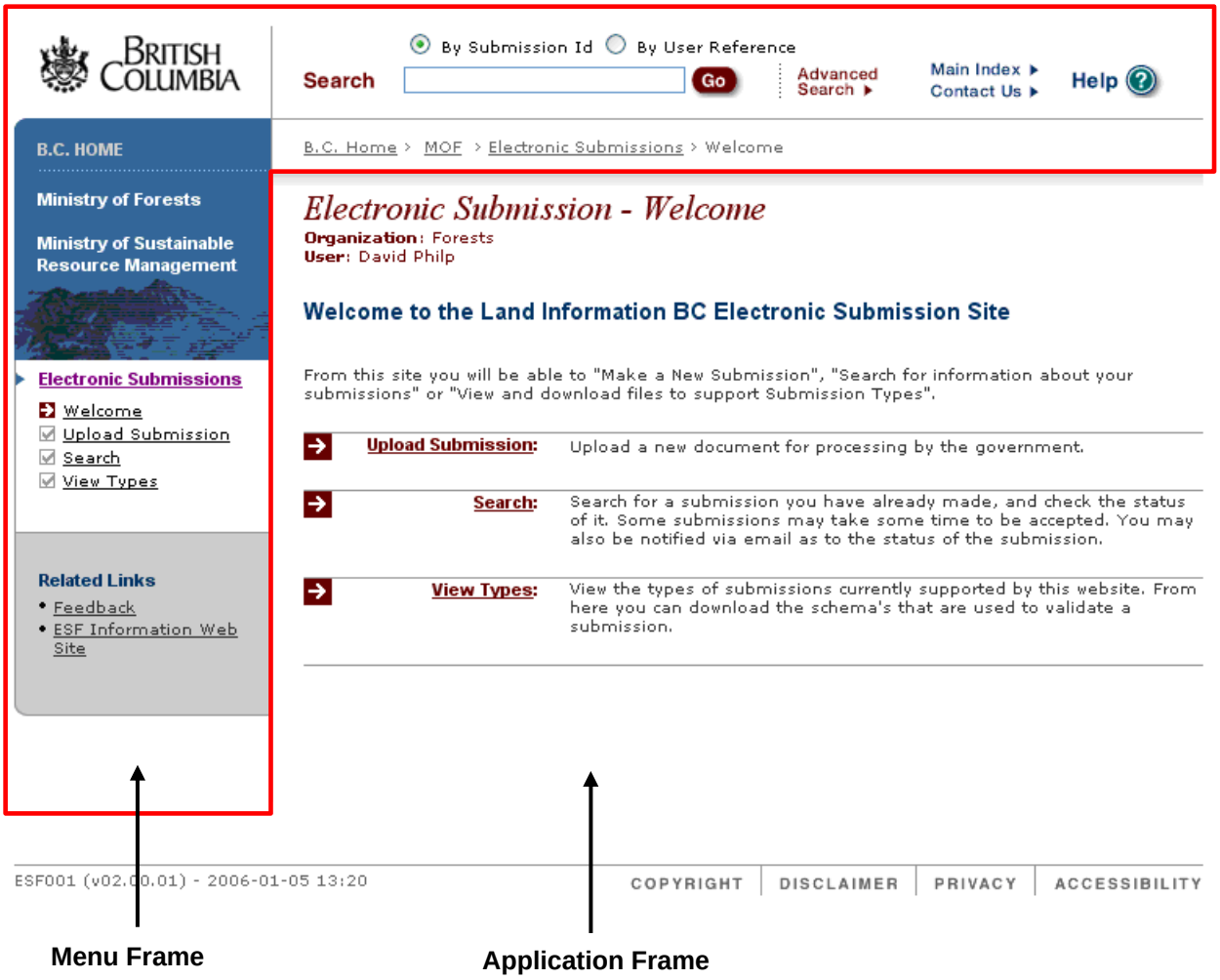


From the **Welcome** page you can:

- 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.**

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.



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.

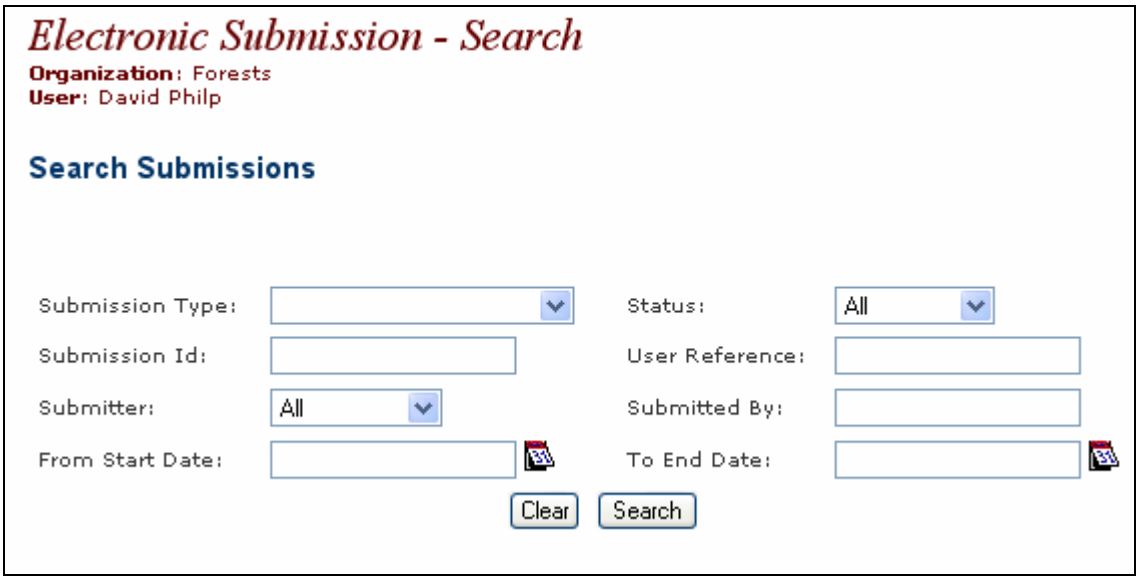
Fields

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.

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.



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 BCeID:

- IDIR
  - Personal – only submissions submitted by the login ID will be returned.
  - Organization – all submissions submitted by users who belong to the IDIR domain will be returned.
  - All – all submissions submitted by IDIR and BCeID users will be returned.
- BCeID
  - Personal – only submissions submitted by the login ID will be returned.
  - Organization – only submissions submitted by users who belong to the same organization as the login ID will be returned.
  - Note: BCeID 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.

Status

The Status defines the current state of the submission in the ESF queue.

- **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

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.

Submitted By

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.

- 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.

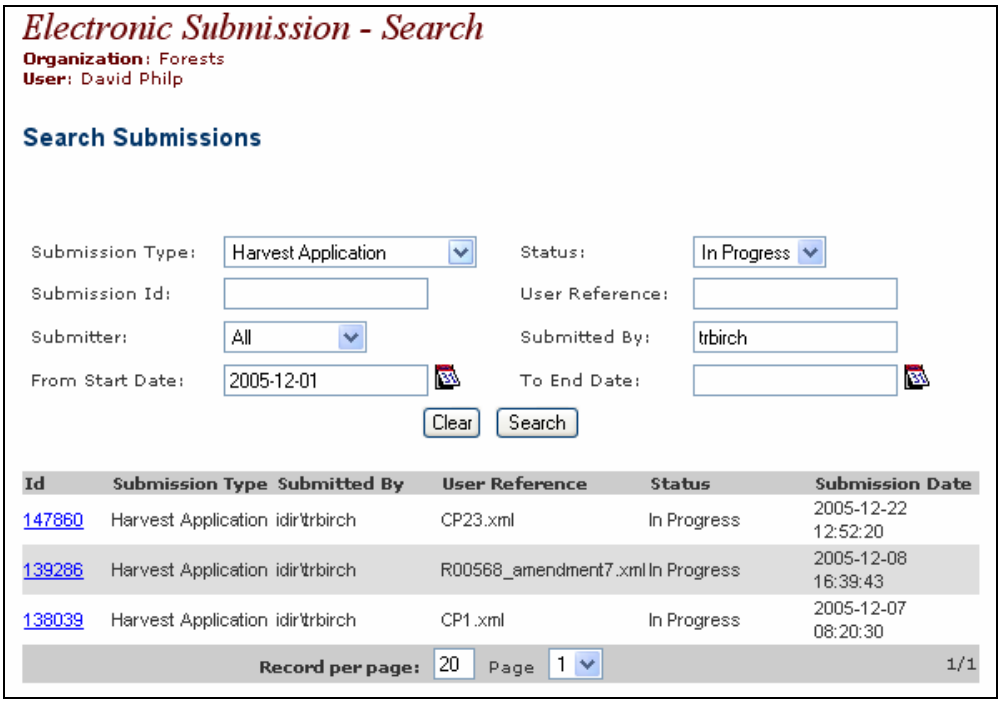
BCEID users are limited to searching submissions from organizations associated with their BCEID.

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.

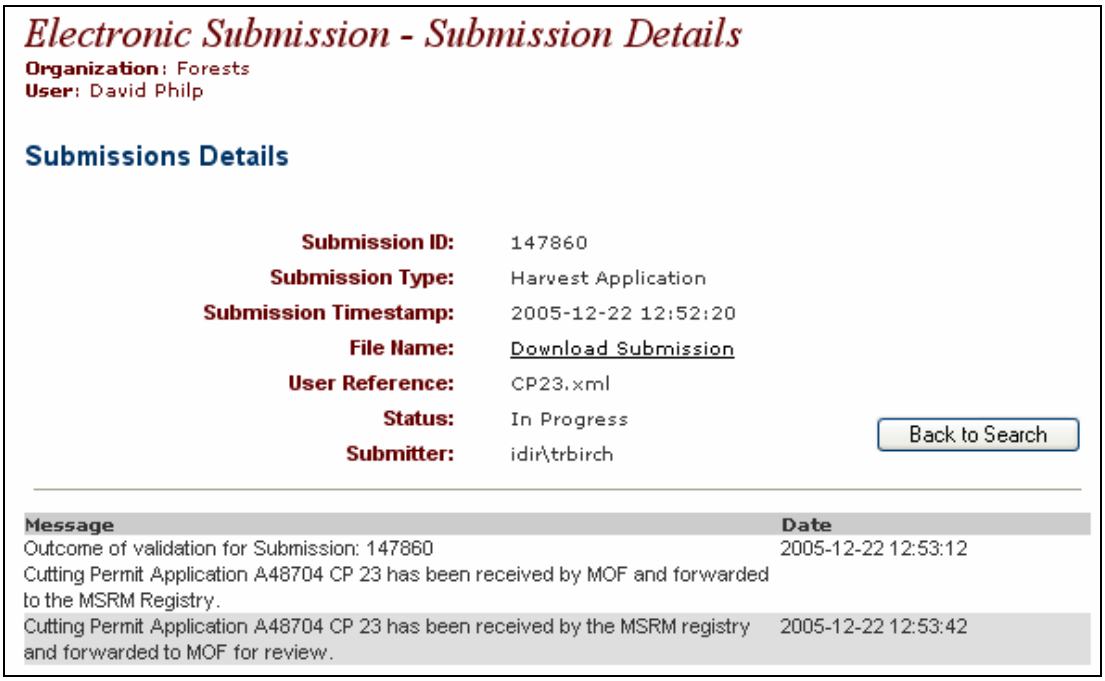


Working with Search Results

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.



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.

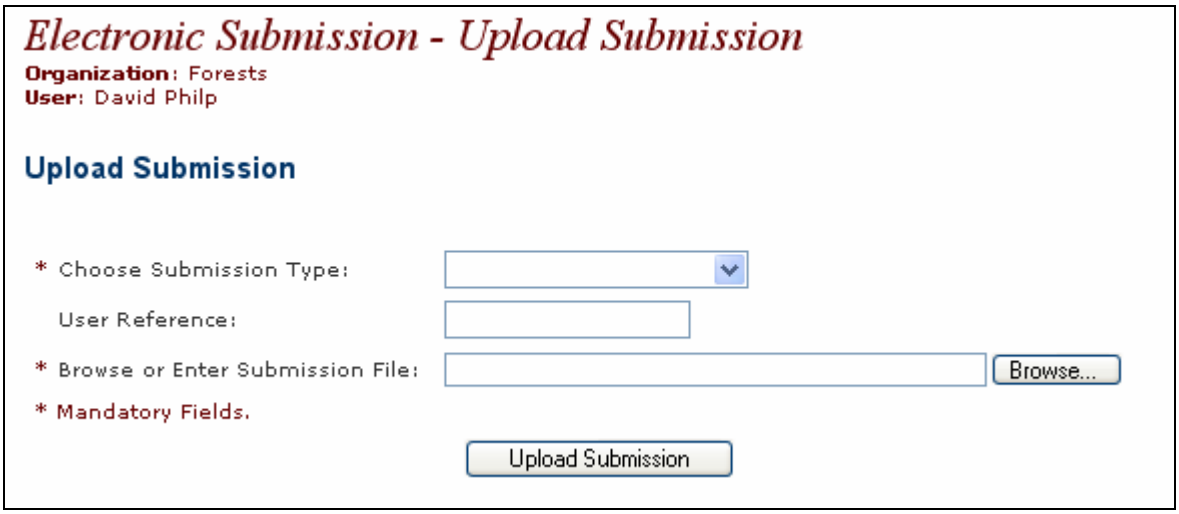
A key feature on the Submission Details page is the **Download Submission** hyperlink. Users can retrieve the XML/GML submission file using this feature. To download the XML/GML file

- 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 via ESF to FTA

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



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.

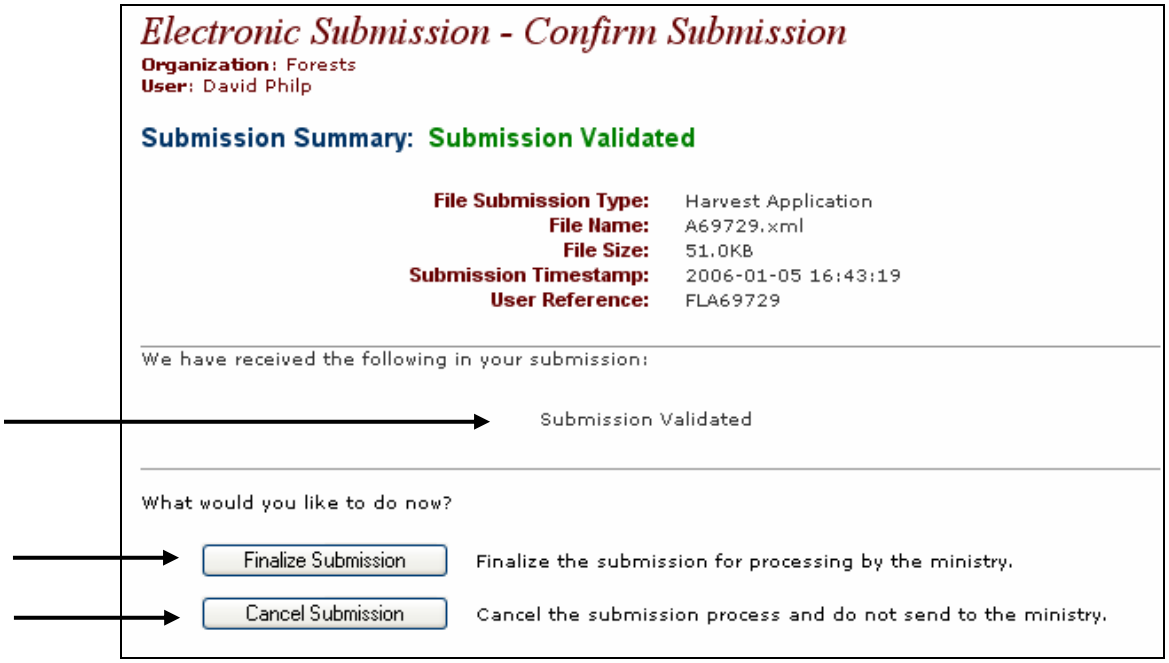
As noted, XML/GML files are **not** saved by ESF. Adding the User Reference will provide additional criteria when searching ESF for submitted files.

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.

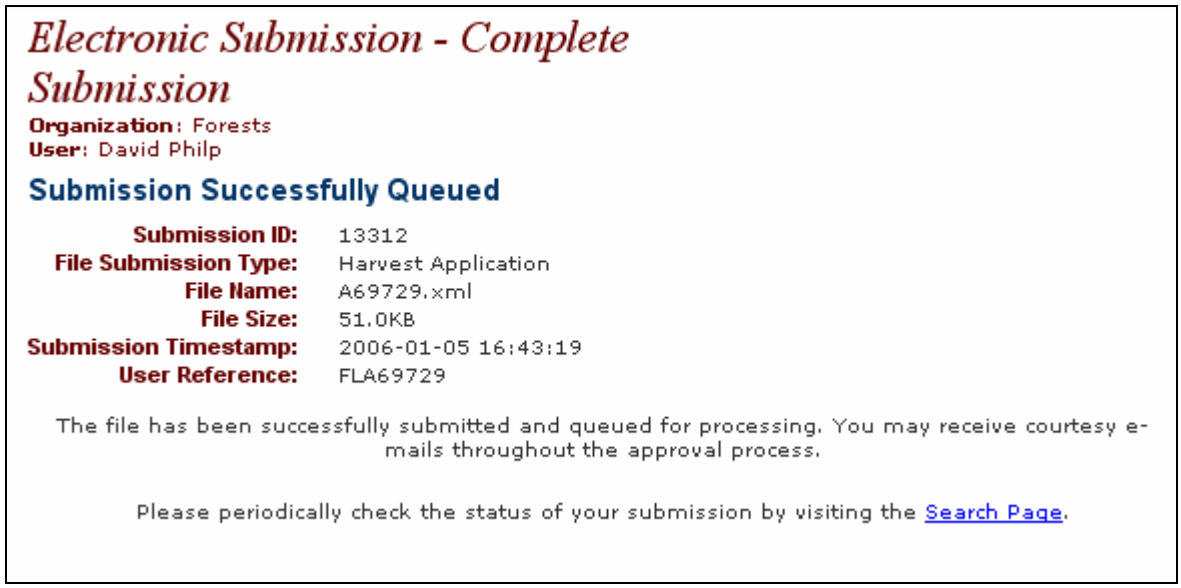


The Confirm Submission page provides a submission detail summary and an indicator that the submission passed schema, spatial and business rule validation.

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

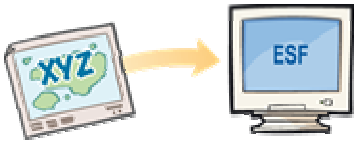
The file has been successfully submitted and queued for processing. You may receive courtesy e-mails throughout the approval process.

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 7: 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

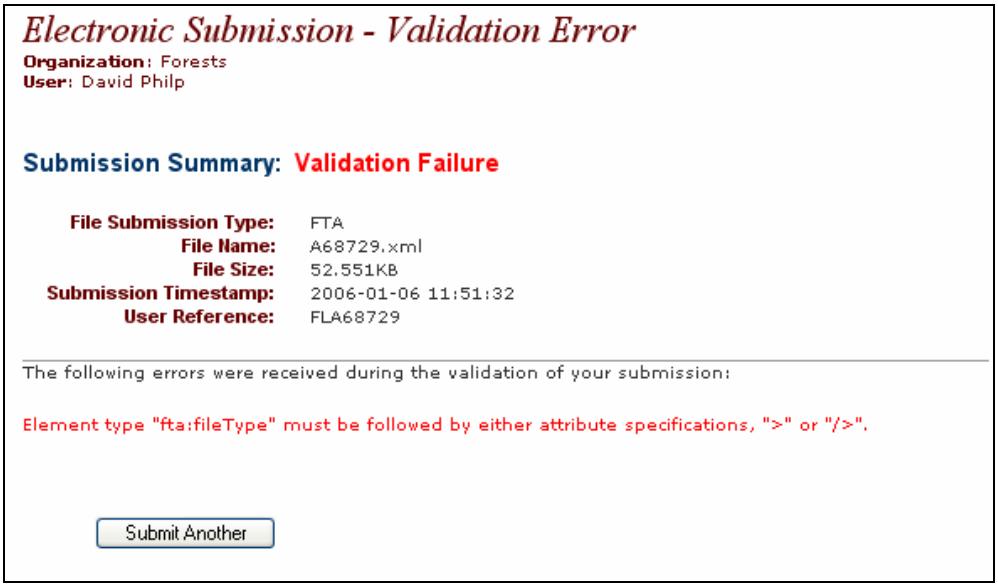
ESF will generate errors messages for the following validations.

- 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.

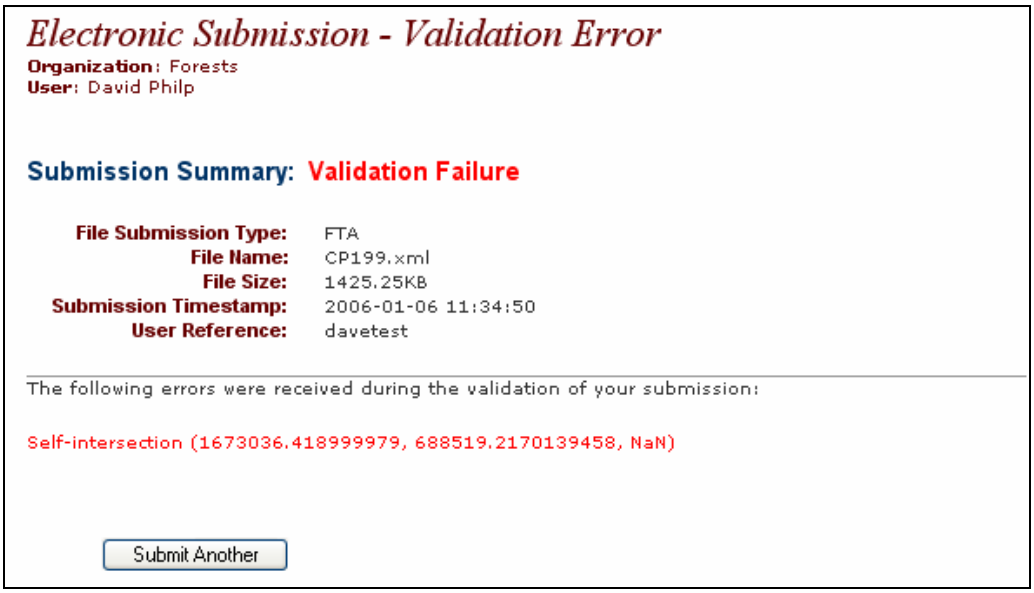
Example of a typical schema validation error message:



Spatial Validation Errors

The spatial data provided in an ESF submission sit 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.

Example of a typical spatial validation error message:



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:

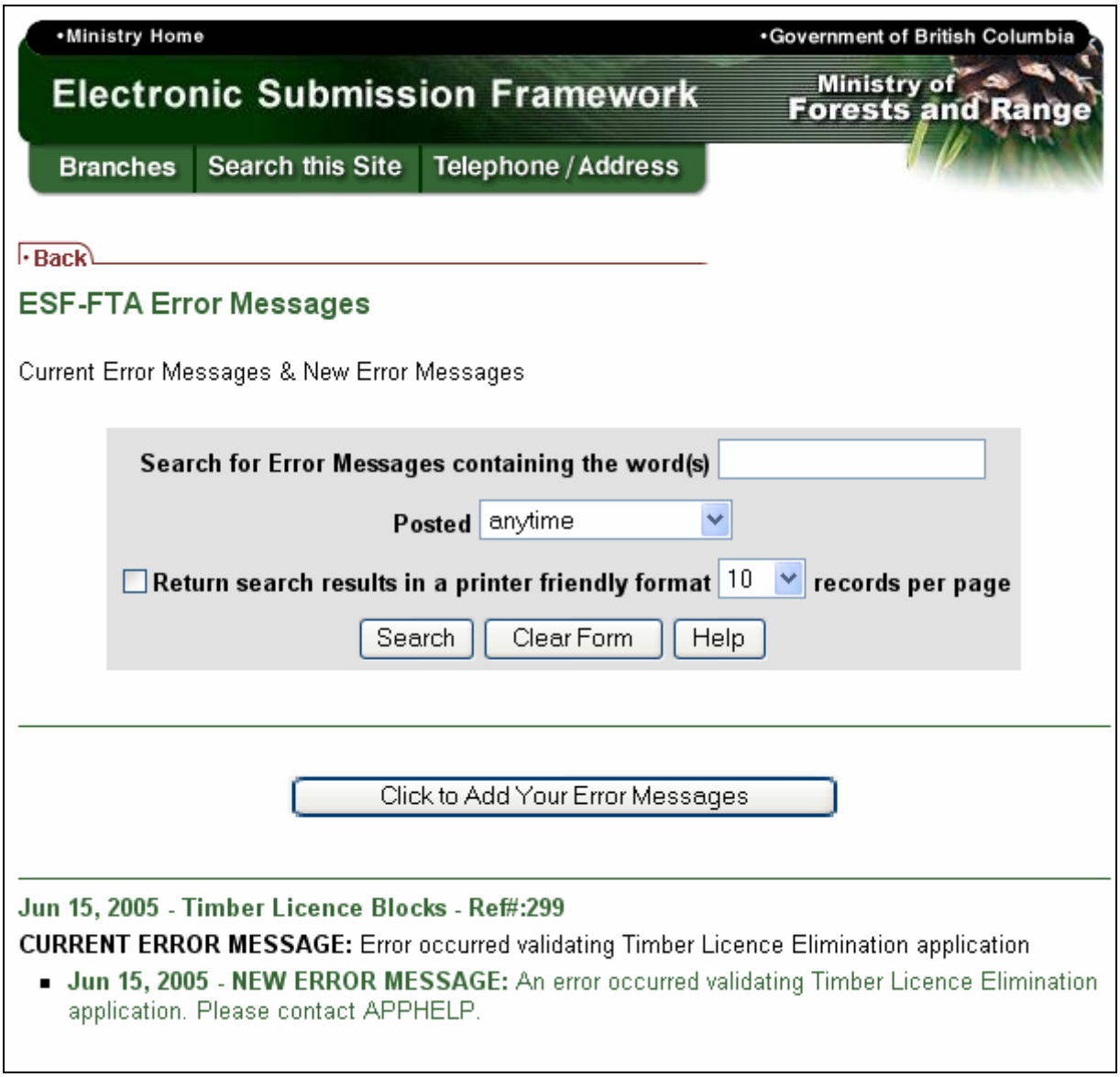
- Forest File ID for the Timber Licence Application is mandatory.

Deciphering Error Messages

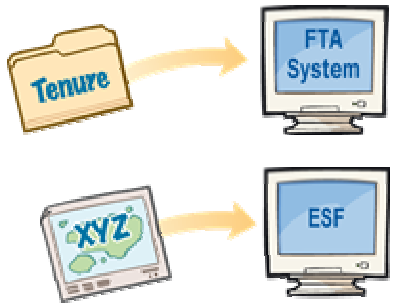
MoFR has implemented a Website to cross reference error messages. The content of the site is generated on an as needed basis. Common error messages were cross-referenced and posted when FTA Version 3.2 moved to production (Oct. 2005). If you search the list and cannot find the message you are looking 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
anytime
Return search results in a printer friendly format
10
records per page
Search
Clear Form
Help
Click to Add Your Error Messages
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 8: FTA and ESF 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

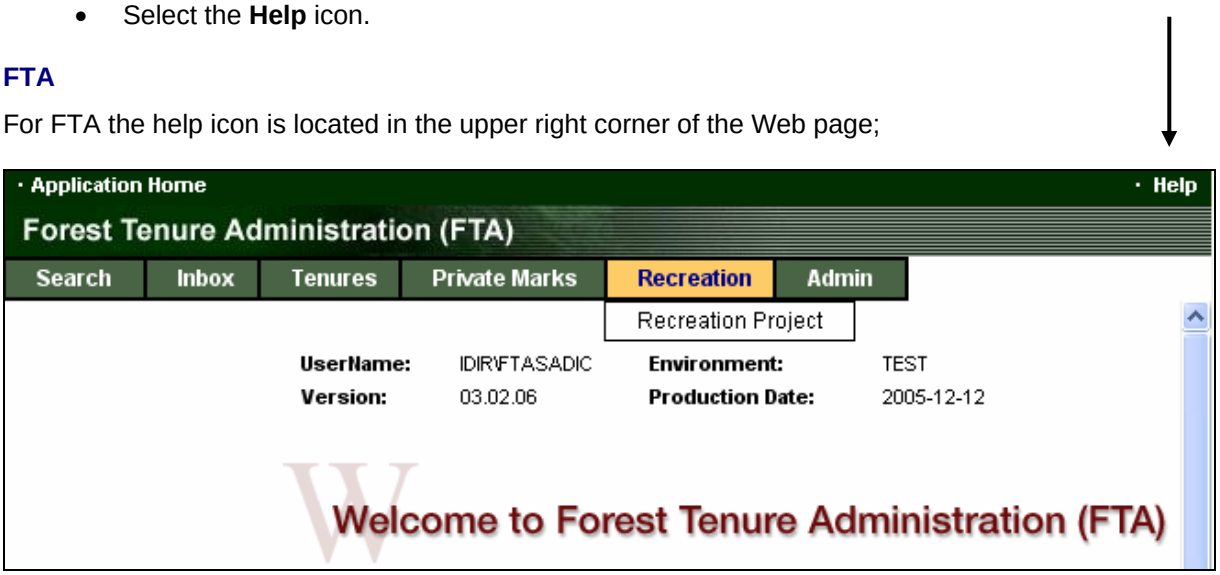
The FTA and ESF Web interfaces maintain a help icon consistently located on every page of the application.

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.

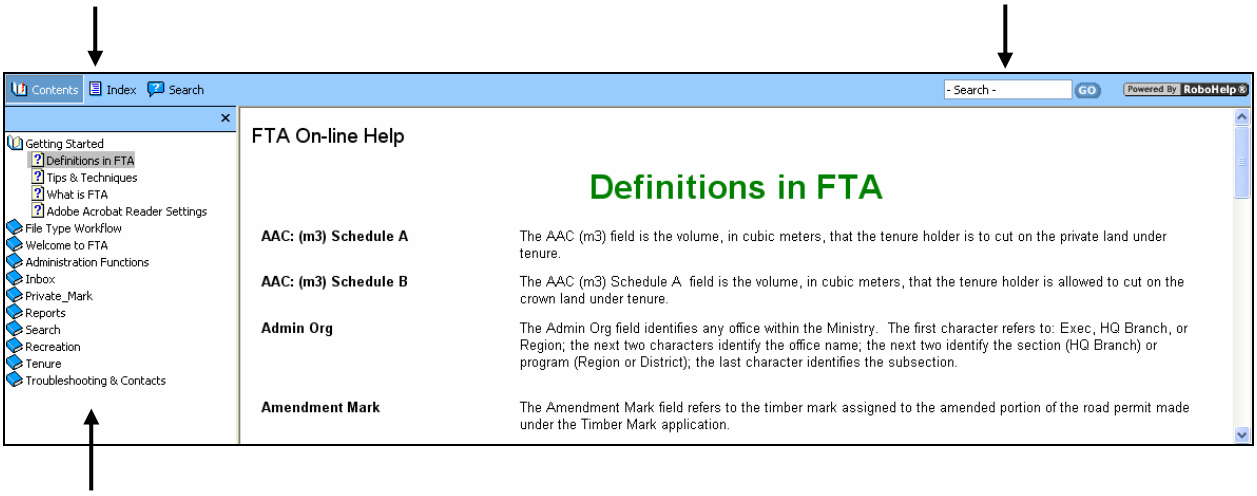
Context Sensitive Help

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.

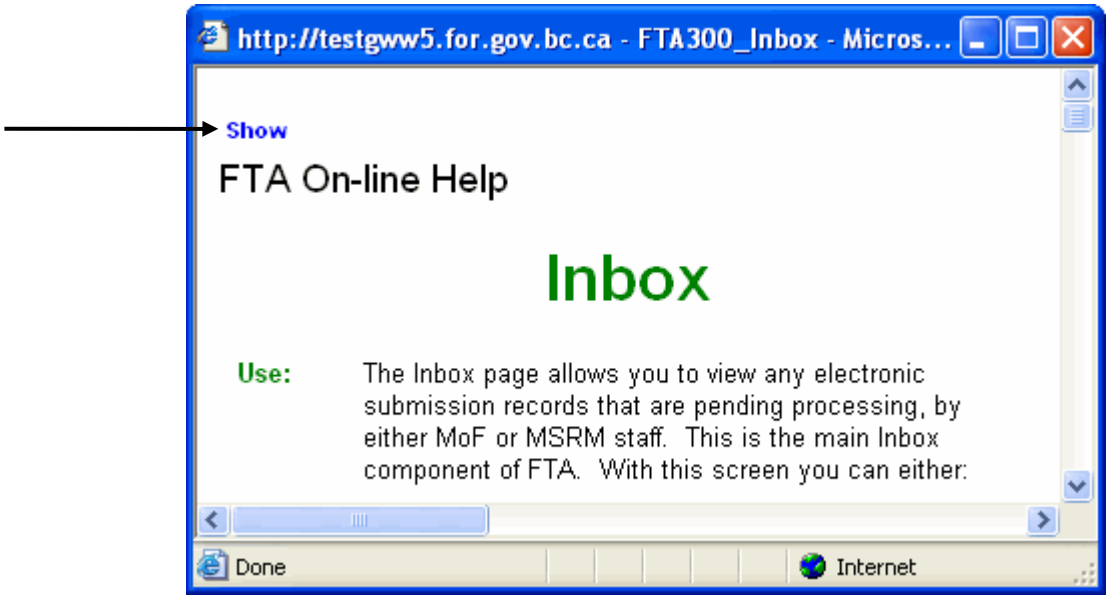
Also included are **Search** and **Index** functionality.



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

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.

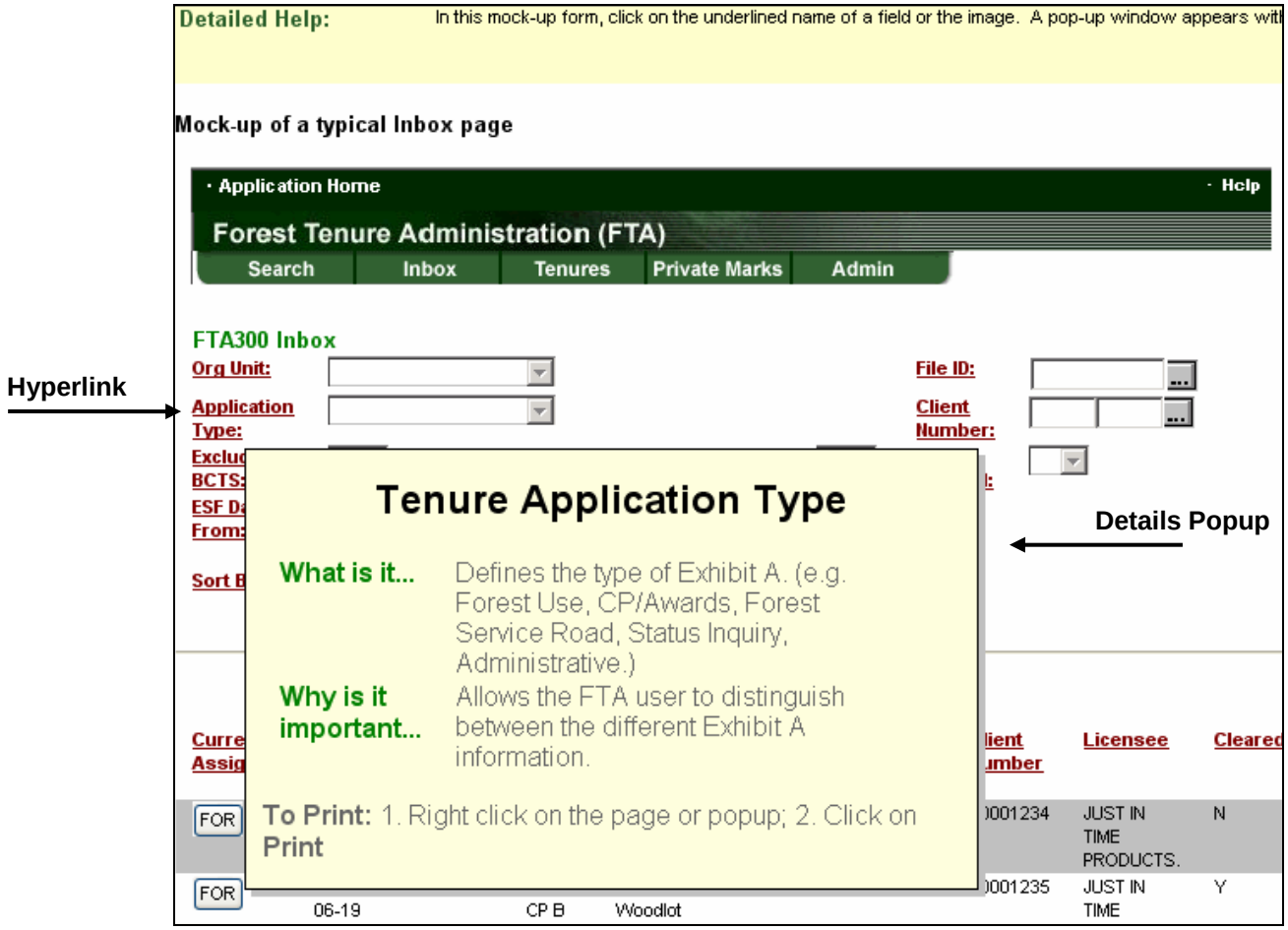
Detailed Help Page

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

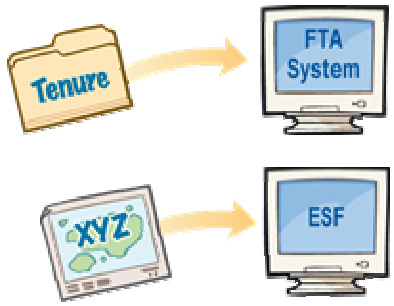
Field and column labels on the mock-up are underlined to denote a hyperlink. Selecting a hyperlinked field label will open a pop up box containing information about the fields function in a business context.

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.



FTA Participant Guide –



FTA/ESF Overview Module

Topic 9: Wrap-Up

In this topic, you will understand:

- The learning objectives achieved; and,
- Where to go for additional assistance.

Recap Learning Objectives

You have completed the **FTA Reference Guide – FTA and ESF Overview Module**. You should now have an understanding of FTA and the Tenure business processes it has been designed to manage. You should also have gained an understanding of the Electronic Submission Framework and the role it plays in the Tenure business process.

In addition you should be able to complete the following tasks:

- Log into FTA.
- Search FTA for Tenures and related information.
- Navigate the FTA Inbox.
- Perform functions in the FTA Inbox that support map reporting, application clearance and Tenure application approval.
- Log on to ESF.
- Search ESF and download a submission.
- Upload a submission to ESF.
- View file types and download XML/GML Schemas.

Other Resources Available

Quick Reference Card – The FTA Quick Reference Card provides information at a glance on:

- Accessing FTA;
- Understanding Security;
- FTA Inbox workflow;
- Using the FTA Inbox; and,
- Managing Your Workflow.

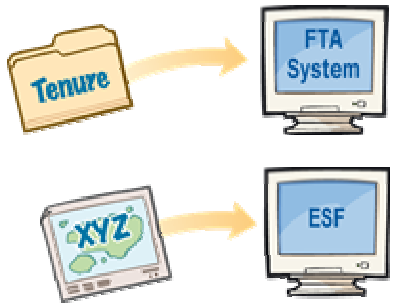
The Quick Reference Card is available on the FTA Training Website listed below.

FTA Search Simulation – The FTA Search Simulation provides a guided tour of FTA search functions. The simulation is available on the FTA Training Website listed below.

There are additional resources available to assist you with learning how to use other features and functions of FTA. These include:

- **FTA Training Website –** this site includes the Participant Guides and Training Sessions for other training modules as well as an FTA Question and Answer Forum. Visit the site at http://gww.for.gov.bc.ca/his/fta/
  - Please note that this site is currently under development.
- **Electronic Submission Framework Website** – This site provides general information, technical and business guides for electronic submission to FTA, RESULTS and ABR. Visit the site at http://www.for.gov.bc.ca/his/esf/
- **District Business Champion** – each district has identified key support business champions for FTA. Find out who in your district can help!
- **On-Line Help –** available by clicking the **Help** button in the upper right of each FTA page. Remember that this is context sensitive. This means you will receive a help page which corresponds to the page you are on in FTA or ESF.
- **Business Application Support Center** – available by calling 250-387-8888 or email FORHISP.APPHELP@ gov.bc.ca

FTA Participant Guide –



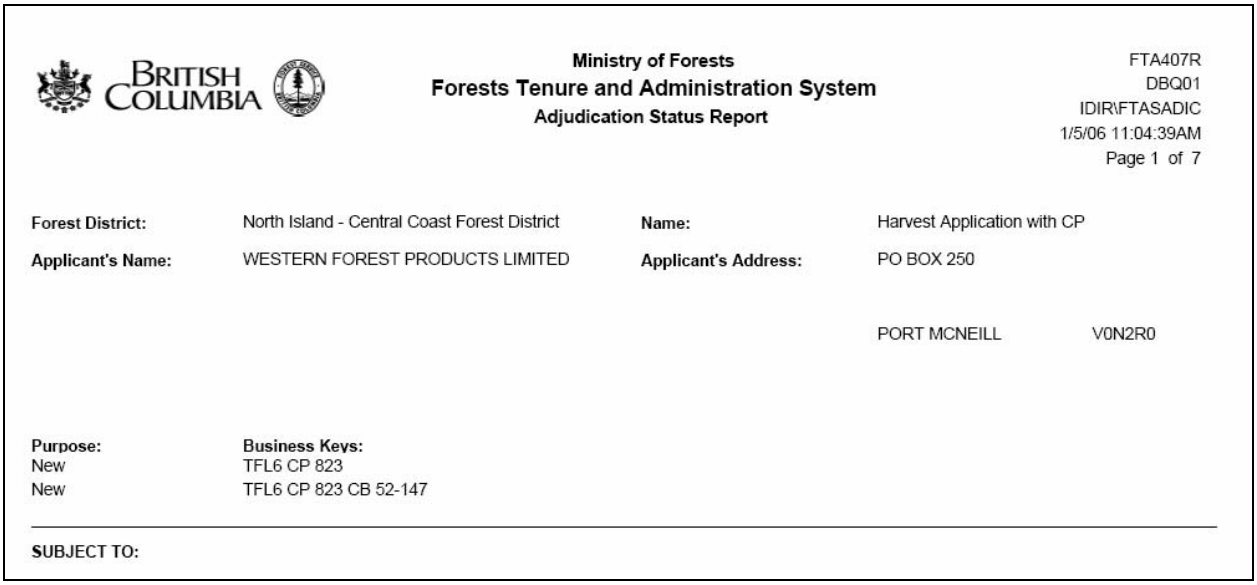
FTA/ESF Overview Module

Appendices

Appendix A – Sample Adjudication Status Report
Appendix B – Sample Audit Reports
Appendix C – Acrobat Reader Preferences

Appendix A: Example Adjudication Status Report

Page 1



BRITISH COLUMBIA

Ministry of Forests
Forests Tenure and Administration System
Adjudication Status Report

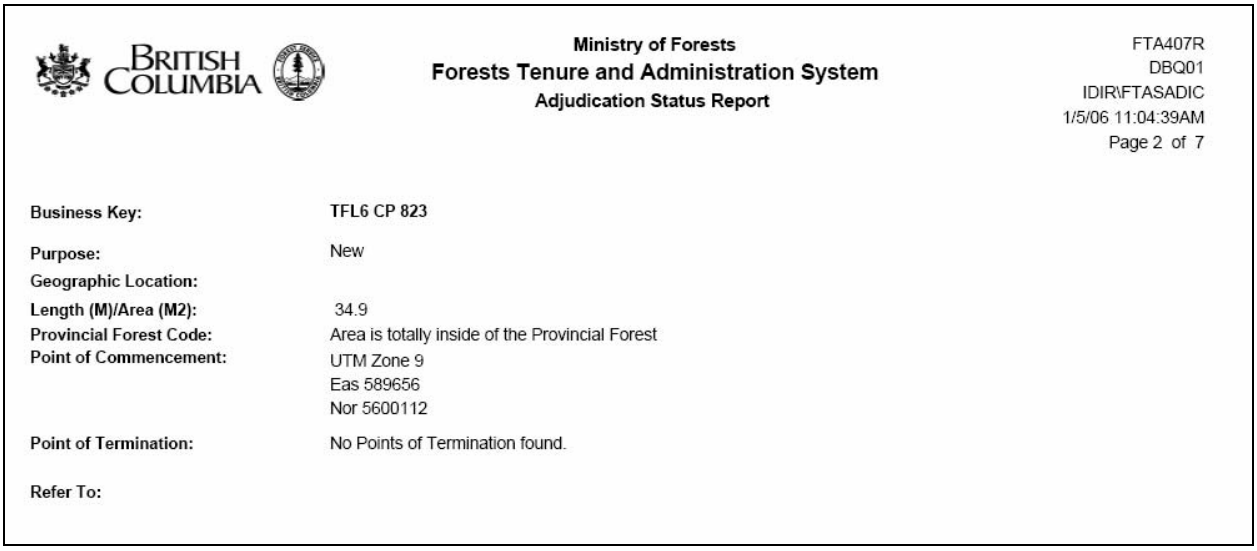
FTA407R
DBQ01
IDIR\FTASADIC
1/5/06 11:04:39AM
Page 1 of 7

Forest District:	North Island - Central Coast Forest District	**Name:**	Harvest Application with CP
Applicant's Name:	WESTERN FOREST PRODUCTS LIMITED	**Applicant's Address:**	PO BOX 250
			PORT MCNEILL V0N2R0

Purpose:	**Business Keys:**
New	TFL6 CP 823
New	TFL6 CP 823 CB 52-147

SUBJECT TO:

Page 2



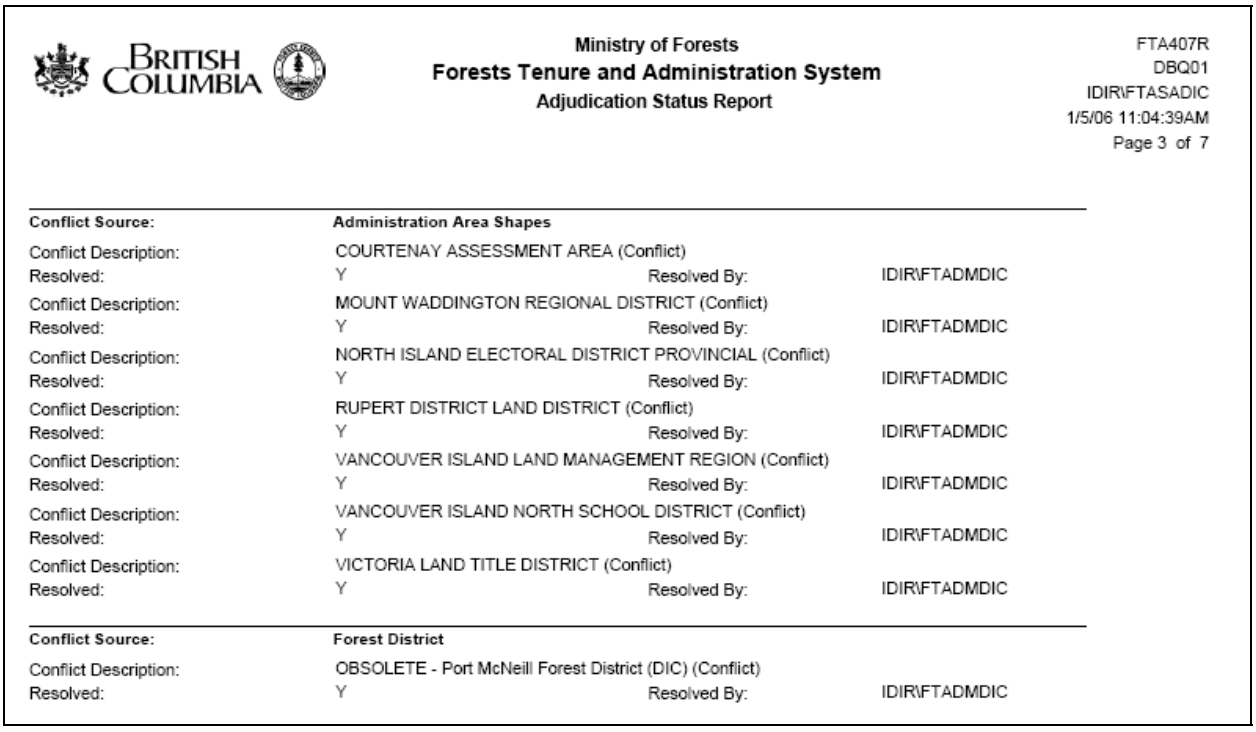
BRITISH COLUMBIA

Ministry of Forests
Forests Tenure and Administration System
Adjudication Status Report

FTA407R
DBQ01
IDIR\FTASADIC
1/5/06 11:04:39AM
Page 2 of 7

Business Key:	**TFL6 CP 823**
Purpose:	New
Geographic Location:	
Length (M)/Area (M2):	34.9
Provincial Forest Code:	Area is totally inside of the Provincial Forest
Point of Commencement:	UTM Zone 9 Eas 589656 Nor 5600112
Point of Termination:	No Points of Termination found.
Refer To:	

Page 3



BRITISH COLUMBIA

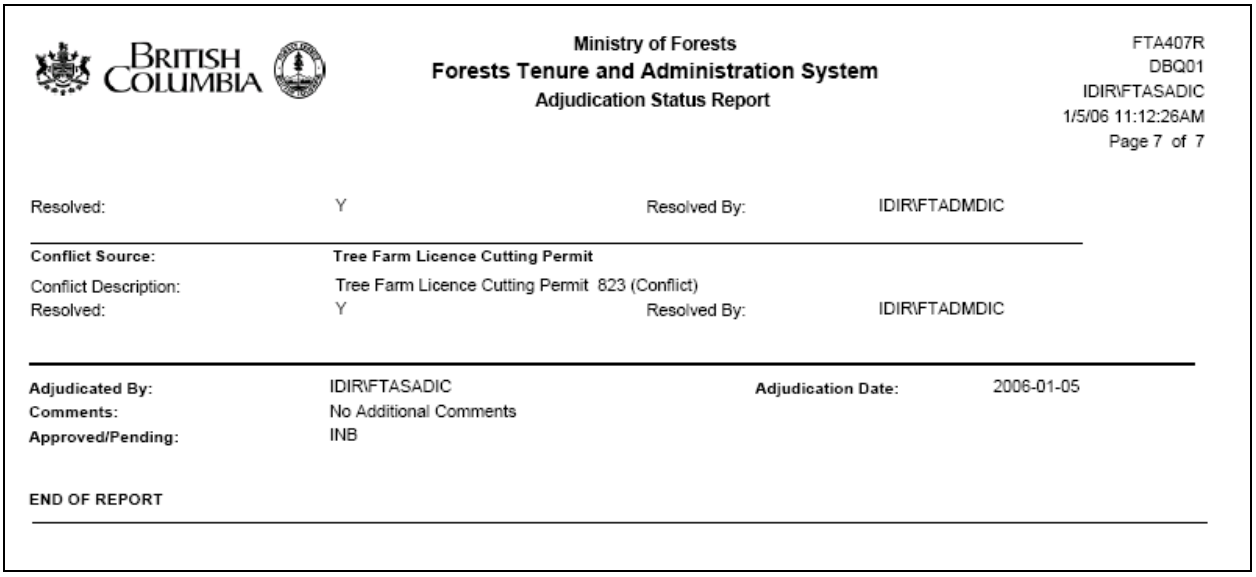
Ministry of Forests
Forests Tenure and Administration System
Adjudication Status Report

FTA407R
DBQ01
IDIR\FTASADIC
1/5/06 11:04:39AM
Page 3 of 7

Conflict Source:	**Administration Area Shapes**		
Conflict Description:	COURTENAY ASSESSMENT AREA (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC
Conflict Description:	MOUNT WADDINGTON REGIONAL DISTRICT (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC
Conflict Description:	NORTH ISLAND ELECTORAL DISTRICT PROVINCIAL (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC
Conflict Description:	RUPERT DISTRICT LAND DISTRICT (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC
Conflict Description:	VANCOUVER ISLAND LAND MANAGEMENT REGION (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC
Conflict Description:	VANCOUVER ISLAND NORTH SCHOOL DISTRICT (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC
Conflict Description:	VICTORIA LAND TITLE DISTRICT (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC
Conflict Source:	**Forest District**		
Conflict Description:	OBSOLETE - Port McNeill Forest District (DIC) (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC

Page 7

Pages 4 through 6 contain conflicts information similar to page and have been excluded in the example.



BRITISH COLUMBIA

Ministry of Forests
Forests Tenure and Administration System
Adjudication Status Report

FTA407R
DBQ01
IDIR\FTASADIC
1/5/06 11:12:26AM
Page 7 of 7

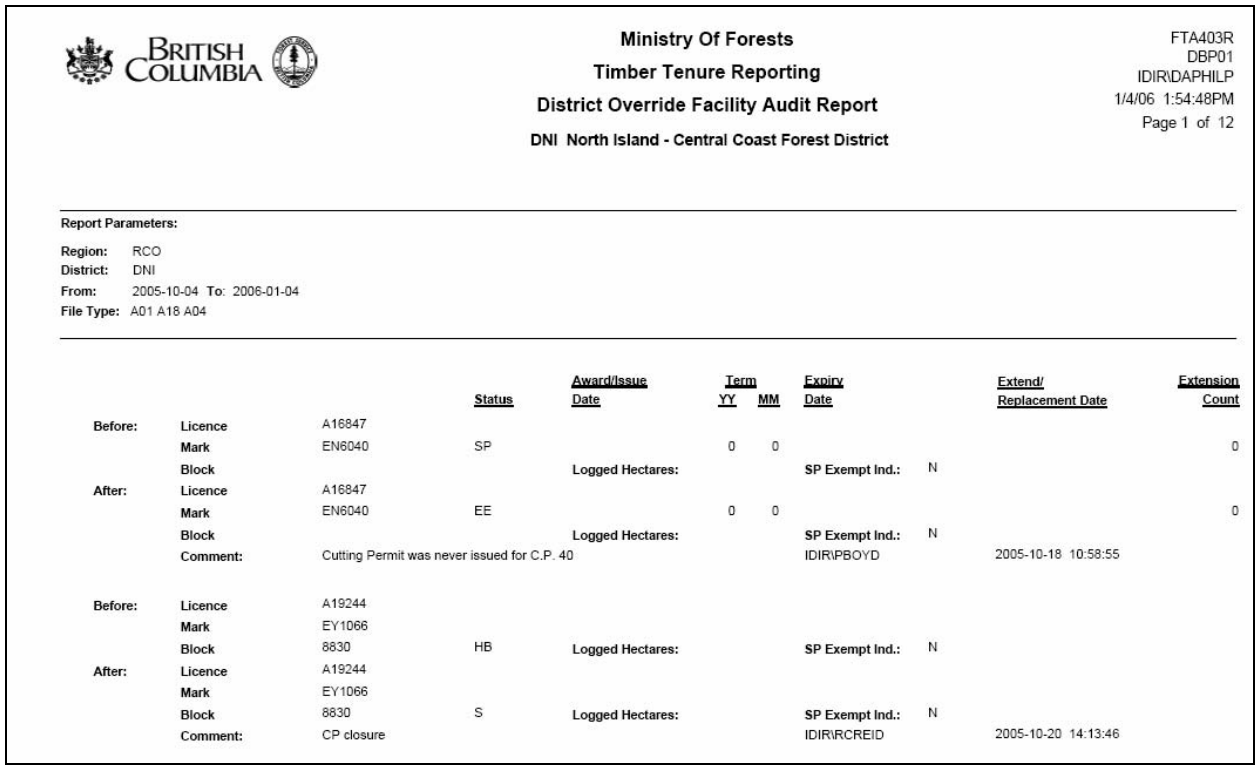
Resolved:	Y	Resolved By:	IDIR\FTADMDIC
Conflict Source:	**Tree Farm Licence Cutting Permit**		
Conflict Description:	Tree Farm Licence Cutting Permit 823 (Conflict)		
Resolved:	Y	Resolved By:	IDIR\FTADMDIC

Adjudicated By:	IDIR\FTASADIC	**Adjudication Date:**	2006-01-05
Comments:	No Additional Comments		
Approved/Pending:	INB		

END OF REPORT

Appendix B: Sample Audit Reports

Sample District Override Audit Report



Ministry Of Forests
Timber Tenure Reporting
District Override Facility Audit Report
DNI North Island - Central Coast Forest District

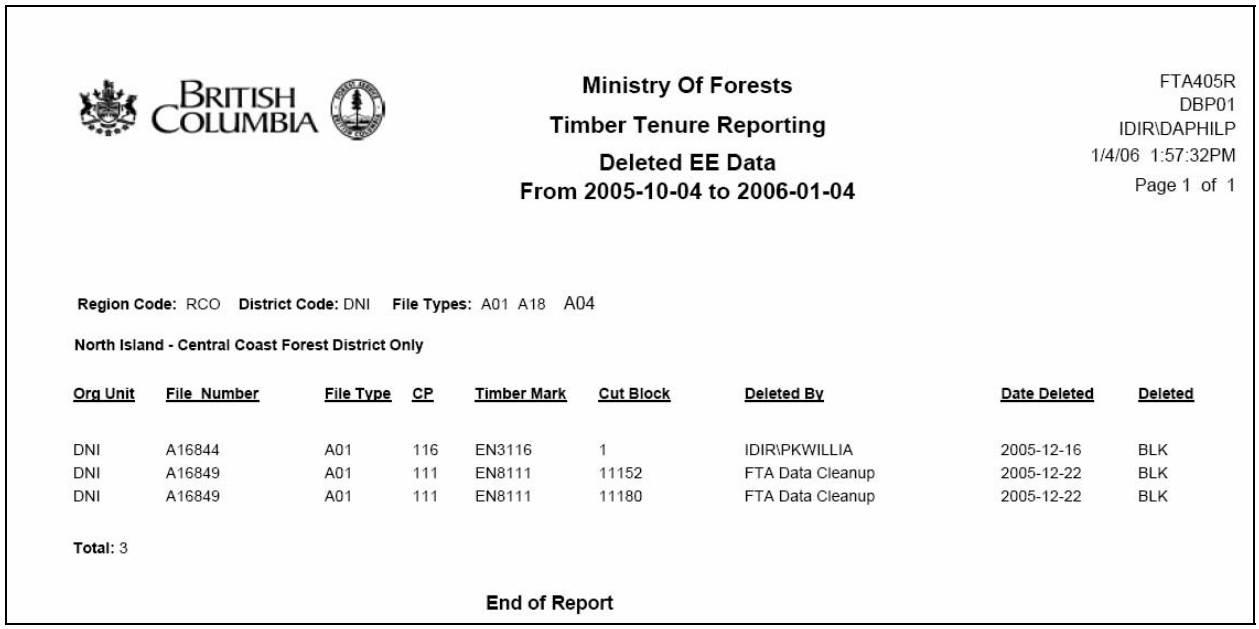
FTA403R
DBP01
IDIR\DAPHILP
1/4/06 1:54:48PM
Page 1 of 12

Report Parameters:

Region: RCO
District: DNI
From: 2005-10-04 **To:** 2006-01-04
File Type: A01 A18 A04

			Status	Award/Issue Date	Term YY	Term MM	Expiry Date		Extend/ Replacement Date	Extension Count
Before:	Licence	A16847								
	Mark	EN6040	SP		0	0				0
	Block			Logged Hectares:			SP Exempt Ind.:	N		
After:	Licence	A16847								
	Mark	EN6040	EE		0	0				0
	Block			Logged Hectares:			SP Exempt Ind.:	N		
	Comment:	Cutting Permit was never issued for C.P. 40					IDIR\PBOYD		2005-10-18 10:58:55	
Before:	Licence	A19244								
	Mark	EY1066								
	Block	8830	HB	Logged Hectares:			SP Exempt Ind.:	N		
After:	Licence	A19244								
	Mark	EY1066								
	Block	8830	S	Logged Hectares:			SP Exempt Ind.:	N		
	Comment:	CP closure					IDIR\RCREID		2005-10-20 14:13:46	

Sample District EE Audit Report



Ministry Of Forests
Timber Tenure Reporting
Deleted EE Data
From 2005-10-04 to 2006-01-04

FTA405R
DBP01
IDIR\DAPHILP
1/4/06 1:57:32PM
Page 1 of 1

Region Code: RCO **District Code:** DNI **File Types:** A01 A18 A04

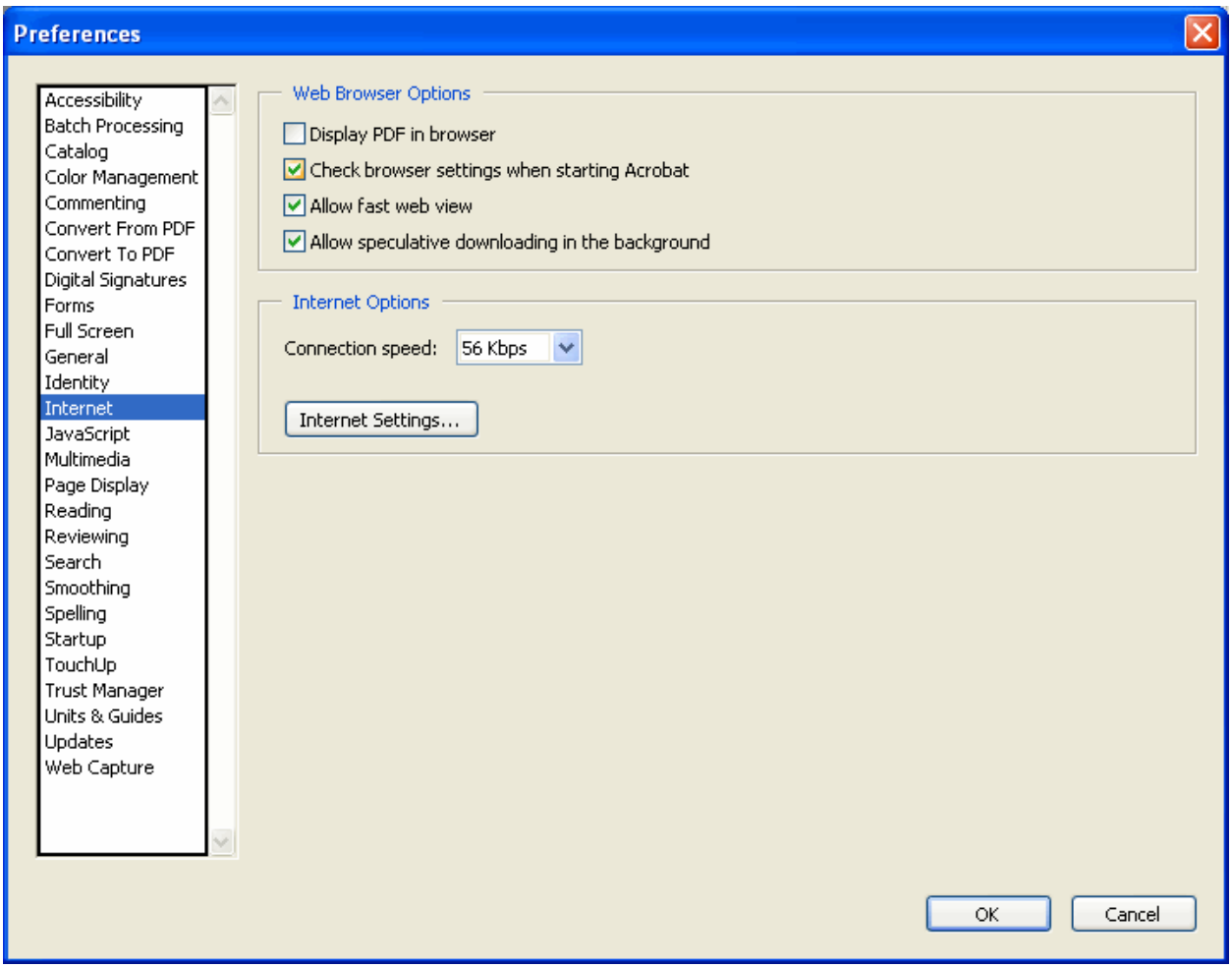
North Island - Central Coast Forest District Only

Org Unit	File Number	File Type	CP	Timber Mark	Cut Block	Deleted By	Date Deleted	Deleted
DNI	A16844	A01	116	EN3116	1	IDIR\PKWILLIA	2005-12-16	BLK
DNI	A16849	A01	111	EN8111	11152	FTA Data Cleanup	2005-12-22	BLK
DNI	A16849	A01	111	EN8111	11180	FTA Data Cleanup	2005-12-22	BLK

Total: 3

End of Report

Appendix C: Acrobat Reader Preferences

The following preferences must be established for your Acrobat Reader if you wish to examine PDF Files in a separate browser window (i.e. you do not want them to open within FTA).

1. Open **Acrobat Reader**.
   - If you are having trouble finding **Acrobat Reader** on your computer, try navigating to your **Start** menu. Next, navigate to **All Programs**. Now select **Acrobat Reader**.
2. Navigate to the **Edit** menu and select **Preferences**. A window labeled **Preferences** is displayed.
3. Click on the **Internet Category**.
4. Unclick the check box labeled **"Display PDF in browser"**.