FTA Overview – Quick Reference

Accessing FTA

FTA is a web-based application. You can access FTA by:

1. Navigating to: http://gww7.for.gov.bc.ca/fta
2. Entering your User Name, Password & Domain on the "Enter Network Password" window.
3. Clicking the OK button on the "Enter Network Password" window.

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

Understanding Security

Each FTA User is assigned a specific FTA Security Level depending on his/her business needs. This limits the pages that a user can view and the functions that can be performed within a page.

FTA determines your security level when you logon to the application. If you are restricted from accessing a:

- Page – you will receive a "No Authority" error message.
- Function/Feature – this will be inaccessible. For example, a button would be "grayed out" if you did not have access to it.

For additional information about FTA Security Levels, visit: http://gww.for.gov.bc.ca/his/fta/access.htm

Need Access?
If you are unable to access a page or function/feature which you require, you should discuss this with your supervisor.

Remember…
FTA manages many complex business processes. Often your ability to perform actions is limited by the status of a Tenure File. Therefore if you are having difficulties performing an action in FTA, be certain your file is in the appropriate status prior to requesting an adjustment to your security level.

Managing your Workflow

The **FTA Inbox** is the primary tool you will use to manage your workflow. All electronic submissions transmitted by clients to MoFR through ESF are displayed here. Think of the FTA Inbox as an electronic tenure filing cabinet which holds spatial and attribute tenure data. Here is how it works:

- The Tenure File Application is reviewed by MoFR staff to determine whether any conflicts exist.

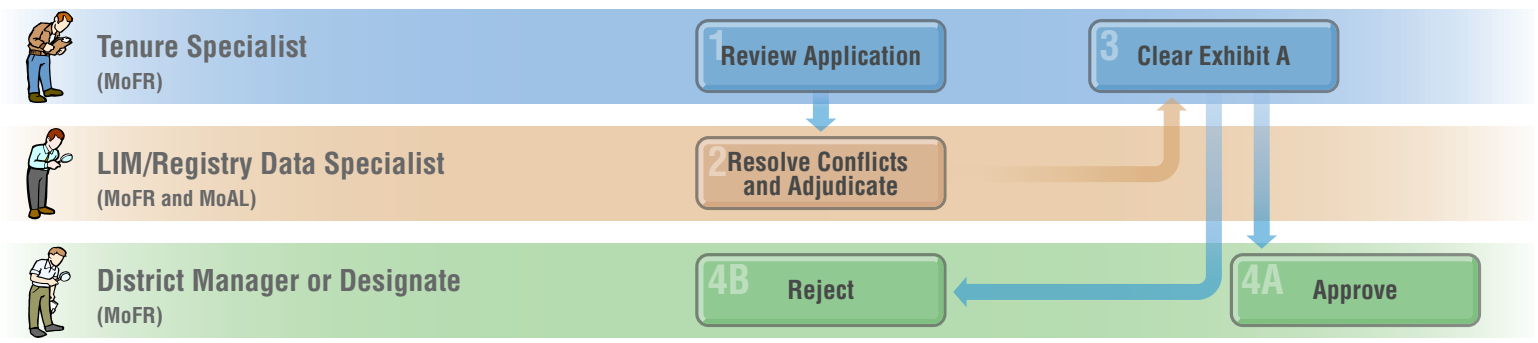
  *A **conflict** exists if the Tenure File Application includes a location that conflicts with existing tenures or rights assigned to the area of interest.*

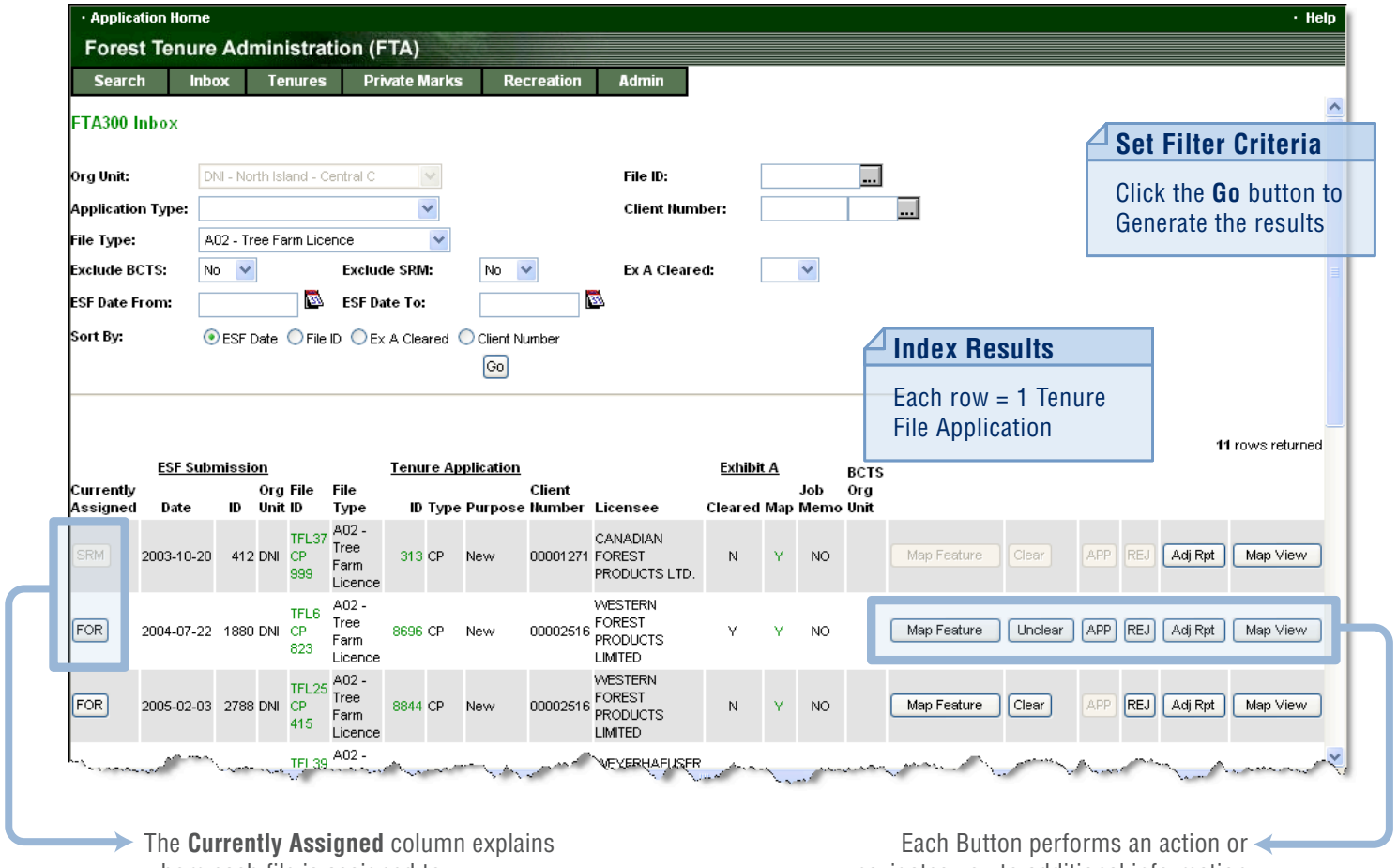
- If a conflict exists and requires an official decision, the MoFR staff member assigns the Tenure File to MoAL for adjudication.

  ***Adjudication** is making an official decision about a problem or dispute.*

- Once all conflicts are resolved and the Adjudication Process is complete, the MoAL staff member reassigns the Tenure File back to the MoFR staff member.
- The MoFR staff member must now clear the Exhibit A.
- Finally, a MoFR District Manager or designate may either approve or reject the Tenure File.

FTA Inbox Workflow



Using the FTA Inbox

1. Select the **Inbox** menu item from the FTA Application.
2. Use the top portion of the page to refine the Inbox contents. Select the criteria you wish to use to filter the Tenure File Applications.
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** by using the link in the **Map** column.
   - Are there any Job Memo's associated with the file?
   - Examine the spatial component in MAP View by clicking the **MAP View** button.
4. If the file is assigned to you:
   - Generate the Adjudication Status Report by clicking the **Adj Rpt** button.
   - View the spatial components by clicking the **Map Feature** button.
5. Determine if there are any conflicts. If there are conflicts which require an official decision (ie. adjudication) proceed to the next step. If there are no conflicts proceed to Step #8.
6. Use the **Currently Assigned** function to reassign the file to "SRM" for adjudication.
7. Monitor the **Inbox** for the assignment to be returned to you. Once returned, verify all conflicts have been resolved.
8. Clear the file by clicking the **Clear** button.
9. Contact your District Manager or designate to **approve** or **reject** the Tenure File Application.
   - Approve the application by clicking the **APP** button.
   - Reject the application by clicking the **REJ** button.