



FTA Training

User Guide

Fort St. John Pilot Module

Version 1.0
June 2007

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Acknowledgements

The Ministry of Forests and Range wishes to thank the following individuals for their contribution of time and expertise in the creation of this guide:

- Susan Hetenyi - Resource Clerk, Dawson Creek

This guide is one component of the FTA Training Program. This program has been jointly developed by the Information Management Group in partnership with Forsite and Knowledge Solutions Consulting Inc.

FTA Participant Guide –



FSJP 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?

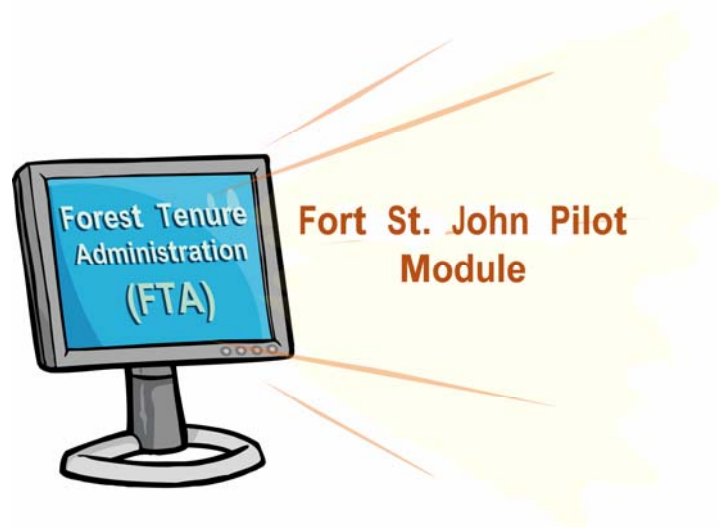
This guide supports the delivery of the **Fort St. John Pilot (FSJP) FTA Training Session**. It is intended to be used to assist participants during the online classroom session. Participants may also find this guide to be useful as a future support tool while using the FSJP functions of the Forest Tenure Administration System (FTA).

This guide will focus on the business of managing tenures related to FSJP business needs and utilizing FTA to complete key tasks.

The overall purpose of the FSJP Module is to:

- Provide users with a brief background on the FSJP Project.
- Provide all users with the opportunity to obtain a consistently high-level of skills and understanding of those screens and processes related specifically to the management of FSJP Tenures in FTA.
- Distinguish roles of Licensees/BCTS and District Users with respect to administering FSJP Tenures in FTA.

Note: This guide will focus on specific FSJP functions of FTA. It will not duplicate content included in the Timber or Roads Modules of the FTA Training Program.



Pre-requisites

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

- An Orientation to MOF Business Applications (Web-based Tutorial)
- Module 1.1 Overview of FTA/ESF

Related Training

Participants completing this module may also find the following modules useful:

- Module 5.1: Timber Tenure Management (Note: This module is currently not yet developed).
- Module 5.2: Administrative Timber Tenure Tasks in FTA (Note: This module is currently not yet developed).
- Module 6.1: Road Tenure Management

Who is this guide intended for?

The primary user of this module will be any individual who administers FSJP Tenures (i.e. Harvest Authorizations) which are geographically located within the Fort St. John Timber Supply Area.

How is this guide structured?

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

Topics	Learning Objectives
Topic 1: The Background	In this topic, you will understand: <ul style="list-style-type: none"> • The FSJP Model; and, • Roles and responsibilities.
Topic 2: Clearing & Approving the Harvest Authorization	In this topic, you will learn: The business process of managing a Harvest Authorization, including the FTA screens utilized; <ul style="list-style-type: none"> • How to examine the Harvest Authorization ESF Submission in FTA; • How to clear the Harvest Authorization; • How to regenerate or upload the Exhibit A; • How to approve or reject the Harvest Authorization; and, • How to generate the Harvest Authorization Approval Letter.
Topic 3: Working with the Harvest Authorization	In this topic, you will learn how to: <ul style="list-style-type: none"> • Locate the Harvest Authorization; • Examine Timber Mark Details; • Assign Timber Marks to Blocks; and, • Examine the Harvest History.
Topic 4: Working with Cut Blocks	In this topic, you will learn how: <ul style="list-style-type: none"> • Cut Blocks are submitted to FTA; • To work with the Cut Block List; and, • To work with the Cut Block Details.

Topics	Learning Objectives
Topic 5: Harvest Authorization Lifecycle	In this topic, you will understand: <ul style="list-style-type: none"> • The Harvest Authorization Lifecycle; and, • Status Codes.
Topic 6: Associating Clients	In this topic, you will learn how to: <ul style="list-style-type: none"> • Associate clients.
Topic 7: Wrap-Up	In this topic, you will understand: <ul style="list-style-type: none"> • The learning objectives achieved; • The data flow; and, • Where to go for additional assistance.

What's included in this guide?

In this guide you will find instructions and screen prints detailing how to perform various tasks using the FSJP related functionality of FTA. If you require field level definitions, you should refer to the comprehensive FTA On-Line Help Guide. You can access the On-Line Help Guide from FTA by clicking the **help** link in the upper right corner of each screen.

It is important to remember that the help guide is context sensitive. This means, you are automatically navigated to a help page which is directly applicable to the screen of FTA which you were working on when you clicked the **help** link.

Understanding symbols used in this guide

Look for...	Denotes...
	Tip – Important information that you should pay close attention to.
	Warning – Information around tasks which you should be extremely careful performing.

FTA Participant Guide –



FSJP Module

Topic 1: The Background

In this topic, you will understand:

- The FSJP Model; and,
- Roles and responsibilities.

Understanding The FSJP Model

Why the FSJP Model?

The FSJP Model was initiated as a means to pilot a new approach to the administration of forest management requirements under the *Forest Practices Code Act* (FPC) of BC. The Fort St. John Pilot Project Regulation (<http://www.for.gov.bc.ca/tasb/legsregs/frpa/frparegs/fsjprr/fsjprr.htm>) was enacted to support this pilot. This regulation is now supported by the *Forest and Range Practices Act* (FRPA). This regulation supports variances from certain licence requirements of FRPA and the *Forest Act*.



The pilot applies to those participants and their tenures that operate in the Fort St. John Timber Supply Area only.

Key Components

The FSJP Model has been formulated around the following key components (as explained below):

- Sustainable Forest Management Plan;
- Forest Operations Schedule;
- Harvest Authorization;
- Road Authorization Request; and
- Timber marks.

Sustainable Forest Management Plan

A single Sustainable Forest Management Plan must be prepared by licensees/BCTS and submitted to the region for review and approval. This plan must meet the requirements outlined in the Fort St. John Pilot Project Regulation.

Forest Operations Schedule (FOS)

Participants of the FSJP are responsible for preparing and submitting the FOS to the District Manager. This FOS is submitted on behalf of all participants in the Fort St. John Timber Supply Area. This schedule must include:

- Harvesting Schedules – including Cut Blocks planned for harvest over a six year period.
- Road Construction Schedules – including roads planned for construction over a six year period.
- Maps – paper maps detailing the general location for each Cut Block. Note that the Cut Block size and shape is an estimate only.
- Comments and referrals received during the public review period.

The FOS does **not** need to include an annual summary of which Cut Blocks or roads are planned for harvest or construction in any specific year during the six year period.

The District Manager is responsible for distributing the FOS to district staff who review the schedules and location maps and provide comment. The district has 30 days from the submission date to provide comments.

District staff may:

- request that Site Plans be provided for selected Cut Blocks; and,
- conduct a field review

prior to the licensee/BCTS submitting a request for a Harvest Authorization.

Harvest Authorization

Once the 30 day review period has been completed, and the licensee/BCTS has **not** been requested to submit any additional information, the licensee/BCTS may then submit a Harvest Authorization.



Harvest Authorizations and Road Authorization Requests may be submitted to the district at any time during the six year time period of the FOS.

The Harvest Authorization must include a:

- Generalized map; and,
- Reference number to the Forest Operations Schedule (FOS).

The District Manager is responsible for approving or rejecting the Harvest Authorization. The District Manager may request further information from the licensee/BCTS as required. The Harvest Authorization is effective as of the date it is approved and is valid for four years.



Note: It is highly recommended that the district complete the FTA clearance and approval of the Harvest Authorization in conjunction with the manual paper approval; however, this is not mandatory.

Road Authorization Request

The Road Authorization Request may also be submitted after the review period has been completed and the licensee/BCTS has not been requested to submit any additional information. This request may include several road sections contained in the FOS.

The Road Authorization Request must include:

- A digital (spatial) map representation of the road section(s) under the request (i.e. Exhibit A); and,
- Reference number to the FOS.



The process of managing Roads in FTA is discussed in the **FTA Roads Module**. Please refer to this module for additional information. Training materials for this module are available at:

http://www.for.gov.bc.ca/ftp/his/external/publish/OnLineClassroom/FTA_ESF/

Timber Marks

The Licensee/BCTS is responsible for submitting a letter to the District Manager detailing the timber marks corresponding to the Cut Blocks they intend to harvest. This letter is submitted prior to harvesting and is known as a **“Request for an Authorization to Harvest”**.

These timber marks are entered in FTA. FTA validates these Timber Marks based on the Tenure Designate. If they are **not** valid, FTA will not allow the mark to be saved. See the section **“Assigning Timber Marks to Blocks”** in **Topic 3: Working with the Harvest Authorization** for additional information on entering Timber Marks in FTA.

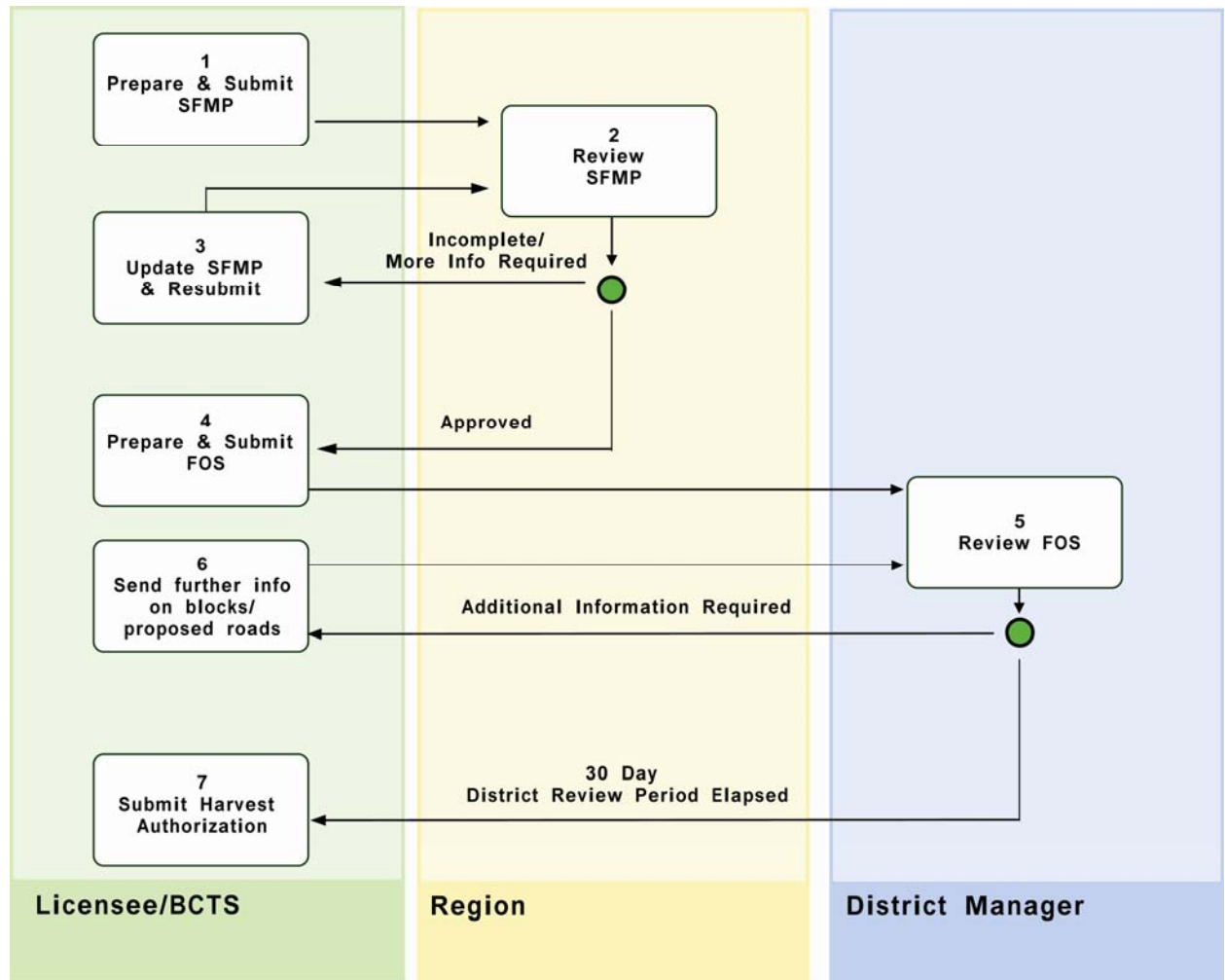


Tip: Timber Marks & ECAS

Timber Marks are also entered in the Electronic Commerce Appraisal System (ECAS). This system is used to generate the “Stumpage Advisory Notice” which is sent to the Licensee/BCTS.

Understanding Roles & Responsibilities

The following diagram depicts the roles and responsibilities of the licensee/BCTS, region, and District Manager for the submission and processing of the **SFMP** and **FOS**. The submission and processing of the **Harvest Authorization** is discussed in **Topic 2: Clearing & Approving the Harvest Authorization**.



FTA Participant Guide –



FSJP Module

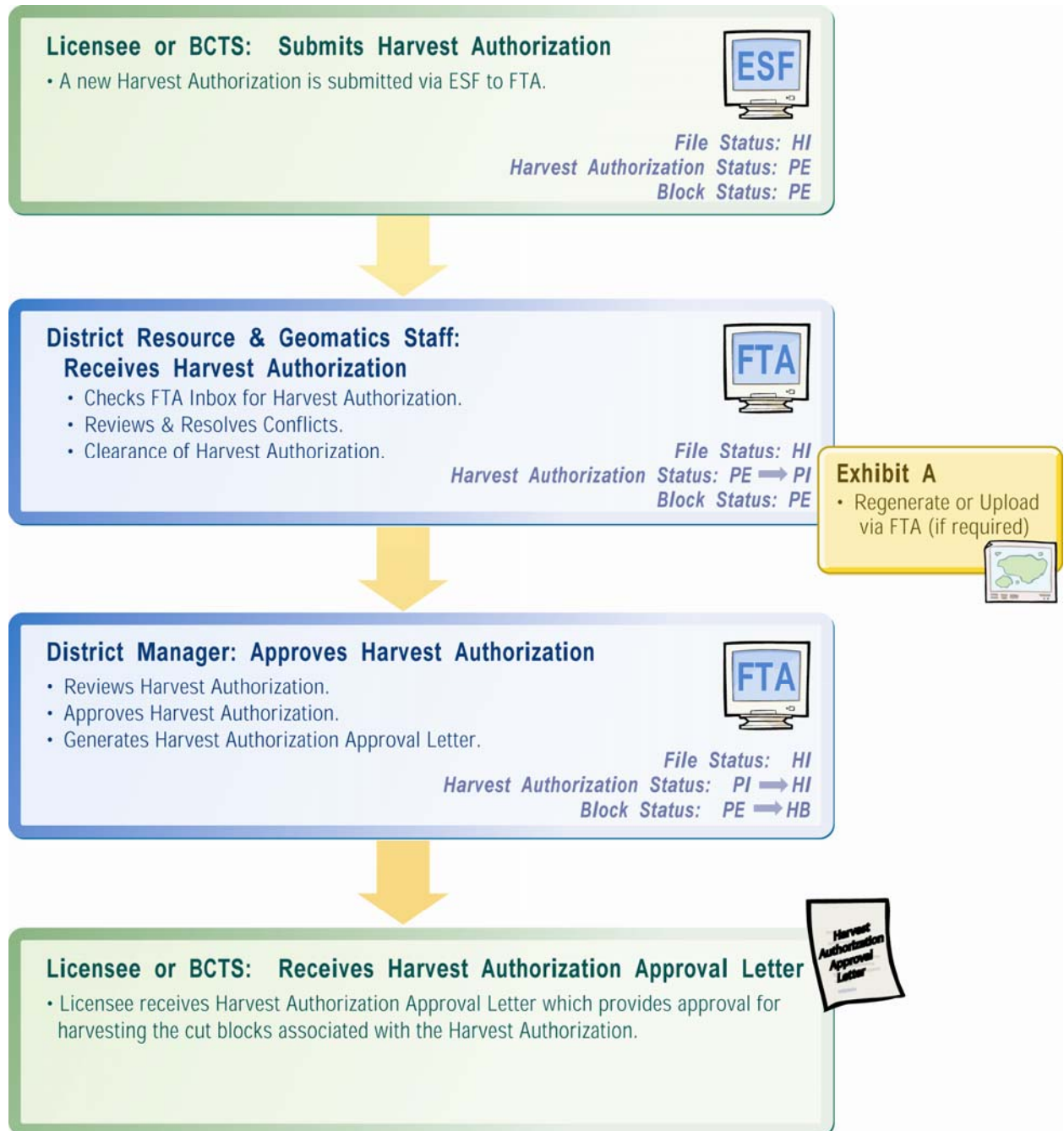
Topic 2: Clearing & Approving the Harvest Authorization

In this topic, you will learn:

- The business process of managing a Harvest Authorization, including the FTA screens utilized;
- How to examine the Harvest Authorization ESF Submission in FTA;
- How to clear the Harvest Authorization;
- How to regenerate or upload the Exhibit A;
- How to approve or reject the Harvest Authorization; and,
- How to generate the Harvest Authorization Approval Letter.

Understanding the Business Process

The **Harvest Authorization** issuance process is illustrated in the schematic below. Following this schematic is a description of the various parties and their roles in the process. The FTA specific tasks in this process are discussed later in this guide.



Topic 2: Clearing & Approving the Harvest Authorization

The Licensee or BCTS – Submits Harvest Authorization

The licensee or BCTS staff is responsible for submitting the Harvest Authorization to FTA via the Electronic Submission Framework (ESF). The Harvest Authorization is submitted as a file type of “Harvest Application with No Cutting Permit” under an A01 – Forest Licence file. It must include the associated Cut Blocks but not a cutting permit or any timber mark information.

The submitting party will receive an email acknowledging receipt of the Harvest Authorization by FTA.



The Harvest Authorization XML Submission includes these elements:

Data Element	Mandatory or Optional	Description
Higher Level Plan Reference	Optional	This is a free form text (alpha numeric) description of up to 30 characters. This field should be used to reference the plan type (i.e. FOS).
Reforestation Declaration Code	Optional	This is Deciduous/Coniferous/Mix by Block.
Licence Regulation Code	Mandatory	This must be set to “F” (FSJP) for a Harvest Authorization.
Licensee Harvest Authorization ID	Mandatory	This is a free form text (alpha numeric) description of up to 30 characters. This entry must be unique to the licensee's/BCTS client number.



Remember, the Harvest Authorization must be submitted within the six year timeframe of the FOS.

Topic 2: Clearing & Approving the Harvest Authorization

District Resource and Geomatics Staff – Reviews and Clears Harvest Authorization

The district resource and Geomatics staff work together to receive the Harvest Authorization on the **FTA300-Inbox** page. The Harvest Authorization is then reviewed, the adjudication process is completed (as required), conflicts are resolved, and the Harvest Authorization is cleared.



To learn how to clear the Harvest Authorization in FTA, see the section “**Clearing the Harvest Authorization**” below.

If all conflicts:

- cannot be resolved, staff may **reject** the Harvest Authorization. The Harvest Authorization is removed from FTA and the licensee/BCTS is notified of the rejection via email.
- are resolved, Geomatics staff **clear** the Harvest Authorization. Upon clearance, the Harvest Authorization status is set to Pending Issuance (PI) and all Cut Blocks are set to a status of Pending Electronic (PE).



Harvest Authorization



Cut Blocks



Once the Harvest Authorization has been cleared, the Exhibit A may be regenerated or uploaded if required. See the section in this topic titled “Regenerating or Uploading the Exhibit A” for additional information.

District Staff: District Manager – Approves Harvest Authorization

The District Manager is responsible for reviewing the submission. The District Manager must approve or reject the submission.

Electronic approval or rejection of the Harvest Authorization is completed on the **FTA300-Inbox** page. FTA will not allow a user to approve the Harvest Authorization until all mandatory data elements have been completed. The steps to approve or reject a Harvest Authorization are discussed later in this topic in the section titled “Approving or Rejecting the Harvest Authorization”.

If the District Manager:

- rejects the submission, it is removed from FTA and the licensee/BCTS receives an email detailing the rejection.
- approves the submission, a **Harvest Authorization Letter** must be generated and sent to the licensee/BCTS. The Harvest Authorization is removed from the **FTA300-Inbox** page and is ready to be maintained in FTA. The Harvest Authorization is valid for four years as of the approval date. The Harvest Authorization status changes to Harvesting Issued (HI) and the Cut Block status changes to Approved for Harvesting (HB).

Topic 2: Clearing & Approving the Harvest Authorization



To learn how to:

- Approve or Reject the Harvest Authorization in FTA, see the topic “Approving or Rejecting the Harvest Authorization” below.
- Generate the Harvest Authorization Letter in FTA, see the topic “Generating the Harvest Authorization Approval Letter” below.

The Licensee or BCTS – Receives Harvest Authorization Approval Letter

The licensee/BCTS receives the **Harvest Authorization Approval Letter** indicating that he/she can proceed with the appraisal process. The licensee/BCTS now has authority to harvest the specified Cut Blocks.



The Harvest Authorization Approval Letter contains the:

- List of Cut Blocks;
- Harvest Authorization Approval date; and,
- Harvest Authorization Expiry date.

Clearing the Harvest Authorization

Resource and Geomatics staff are responsible for monitoring the **FTA300-Inbox** page for files which require their attention. Once a licensee/BCTS Staff has successfully submitted a Harvest Authorization, it is up to Resource and Geomatics staff to work together to:

- Review the Harvest Authorization submission for conflicts;
- Resolve conflicts (if possible); and,
- Clear or reject the submission.



If the submission is rejected, then the Harvest Authorization is removed from FTA and the spatial warehouse. The licensee/BCTS Staff is notified of the rejection via an email.

Navigating to the FTA300-Inbox Page

Staff complete these activities on the **FTA300-Inbox** page. This is a selection in the **Inbox** menu. Navigate to **Inbox** and select **Inbox**.

Application Home

Forest Tenure Administration (FTA)

Search **Inbox** Tenures Private Marks Recreation Admin

Inbox

Username: IDIR\DMULLETT Environment: DEV
Version: 04.00.00 Production Date: 2005-05-20

[FTA Home](#)

Understanding the FTA300-Inbox Page

Refer to the **FTA Overview Module** (Topic 4: Using the FTA Inbox) to learn how to use the **FTA300-Inbox** page. When using the **FTA300-Inbox** page to filter for Harvest Authorizations, it is recommended that you set the following filters:

- File Type: A01-Forest Licence
- Harvest Type Code: Fort St. John

FTA300 Inbox

Org Unit: DPC - Peace Forest District

Application Type:

File Type: A01 - Forest Licence

Exclude BCTS: No Exclude SRM: No

ESF Date From: ESF Date To:

Sort By: ☒ ESF Date ☐ File ID ☐ Ex A Cleared ☐ Client Number

File ID: Client Number:

Ex A Cleared:

Harvest Type Code: Fort St. John

Go

Steps to Follow–Clearing the Harvest Authorization

The following steps describe how to locate and clear a Harvest Authorization submission.

- 1 Select **Inbox** from the **Inbox** menu. The **FTA300-Inbox** page displays. Note the following:
 - The **Org Unit** defaults to your Organizational Unit. If your User ID has more than one Organizational Unit, you will need to select this.
- 2 Use the filters in the top portion of the page to filter the Inbox data to meet your needs. Click the **Go** button.
 - If you wish to display only FSJP files, set the **Harvest Type Code** drop list to Fort St. John.
- 3 Locate the submission you wish to work with.
- 4 When all conflicts have been resolved, **Clear** the file by clicking the **Clear** button. The file may be rejected by clicking the **Reject** button.
- 5 Once you click the **Clear** button, you are automatically navigated to the **Exhibit A Clearance** page. Click the **Exhibit A Cleared** button to clear the Exhibit A. You will receive a message indicating the Exhibit A has been successfully cleared.
 - You have the option of entering a comment in the text field.
 - If you wish to enter a comment, but do **not** wish to clear the Exhibit A, use the **Save** button.



Tip: Understanding Status

Clearing the submission will set the:

- Harvest Authorization status to Pending Issuance (PI).
- Cut block statuses to Pending Electronic (PE).



Warning: Unclear Button

Once the Exhibit A has been Cleared, the **FTA300-Inbox** page will display an **Unclear** button in place of the **Clear** button. Do **not** click this button unless you wish to reverse the Clear.

Topic 2: Clearing & Approving the Harvest Authorization

Sample Data: FTA300-Inbox

The following shows the data displayed for a Harvest Authorization Submission on the **FTA300-Inbox** page. A row of data is often longer than your screen; therefore, remember to use the scroll bar in your browser to examine all the data.

ESF Submission					Tenure Application				Exhibit A			BCTS			
Currently Assigned	Date	ID	Org Unit	File ID	File Type	ID	Type	Purpose	Client Number	Licensee	Cleared	Map	Job Memo	Org Unit	Regen in Progress
FOR	2007-05-25	35713	DPC	A18151	A01 - Forest Licence	59909	FIL	New	00001271	CANADIAN FOREST PRODUCTS LTD.	N	Y	NO		N

Map Feature

Clear

APP

REJ

Adj Rpt

Upload Exhibit A

Regenerate Exhibit A

Map View

Sample Data: FTA316-Map Feature List

The following shows the data displayed for a Harvest Authorization Submission on the **FTA316-Map Feature List** page. Note that the first row of data indicates the Harvest Authorization and each additional row of data indicates a Cut Block.

FTA316 - Map Feature List
[Back](#)

ESF Date: 2007-05-25 **ESF ID:** 35713
Ex A Image: [Y](#)
Tenure Application ID: 59909
Application Description: FSJP HVA B
Client Number: 00001271 00 **Licensee:** CANADIAN FOREST PRODUCTS LTD. 00
Amendment ID: [ORIG](#)

Application Purpose	Feature	Conflicts Resolved	Feature Image	
New	A18151 HVA ID CANFOR 80445	N	Y	Map Report Conflicts
New	A18151 CB 104	N	Y	Map Report Conflicts
New	A18151 CB 105	N	Y	Map Report Conflicts
New	A18151 CB 106	N	Y	Map Report Conflicts

Topic 2: Clearing & Approving the Harvest Authorization

Sample Data: FTA315-Map Report Conflicts

The following shows the data displayed for a Harvest Authorization Submission on the **FTA315-Map Reports Conflict** page. You use this page to clear conflicts for a Harvest Authorization in the same fashion that you would use it to clear conflicts for other file types within FTA. Note: the screen print below shows only 2 of the 16 rows returned for this page.

FTA315 - Map Report Conflicts

Note: When there are more than one page of conflicts be sure to click the Resolve Checked Conflicts button before going to the next page.

ESF Date:	2007-05-25	ESF ID:	35713
Tenure Application ID:	59909		
Application Description:	FSJP HVA B	Ex A Image:	<u>Y</u>
Client Number:	00001271 00	Licensee:	CANADIAN FOREST PRODUCTS LTD. 00

Map Feature Type:	TU - Timber Use	Feature:	A18151 HVA ID CANFOR 80445
Application Purpose:	New	Refer to:	
Provincial Forest Conflict:	Area is totally inside of the Provincial Forest	Area(ha):	196665.7064
Point of Commencement:			

Select Conflicts	Source	Resolved	Additional Action	More Information	Resolved by	16 rows returned
<input type="text"/> *	<input type="text"/> *					<input type="button" value="Save"/> <input type="button" value="Cancel"/>
☐ Peace Forest District (Conflict)	Forest District	N				<input type="button" value="Delete"/>
☐ Northern Interior Forest Region (Conflict)	Forest Region	N				<input type="button" value="Delete"/>

Topic 2: Clearing & Approving the Harvest Authorization

Sample Data – Exhibit A Clearance: Harvest Authorization Submission

The following shows the **FTA302-Exhibit A Clearance** page for a Harvest Authorization. This page is displayed once the **Clear** button is clicked.

FTA302 - Exhibit A Clearance

Back

ESF Date:

2007-05-25

Tenure Application ID:

59909

Application Description:

FSJP HVA B

Client Number:

00001271 00

ESF ID:

35713

Ex A Image:

Y

Licensee:

CANADIAN FOREST PRODUCTS LTD. 00

Object	Additional Action	Map Conflict	Additional Action Comments	Resolved
<div><div></div><div></div></div>				

Save

Exhibit A Cleared

Regenerating or Uploading the Exhibit A

Once the Harvest Authorization has been cleared, you may use the **Regenerate** or the **Upload** Exhibit A function.

The following user groups have access to these functions:

- FTA_FEATURE_ADMIN
- FTA_SENIOR_ADMIN
- FTA_DIST_MAP_TECH



Warning

Using the Regenerate or Upload function will **overwrite** a previously regenerated or uploaded Exhibit A and its corresponding Feature Images.

Using the Regenerate or Upload function does **not** change the original **Adjudication Report** as shown on the **FTA300-Inbox** or **FTA950-Tenure Application Details** pages.

Understanding the Exhibit A

The Exhibit A is the map used to locate the tenure on the ground and identify conflicts and adjacent tenures. Once this map is attached to the document (i.e. contract, permit, etc.) it becomes known as the **Exhibit A**. The Exhibit A is a legal document. Key revisions have been made to the Exhibit A under FTA 4.0. These revisions are intended to ensure a high quality and useful map is available to all MoFR staff.



Revisions to the Exhibit A and the ability to generate a Traverse Report are based on recommendations in the “**Report on Project to Investigate and Make Recommendations with Respect to Descriptions of Forest Act Tenures**”. This report was developed in response to a need to create standards for effective Exhibit A documents.

Key revisions include:

- Generation of a standardized, high quality, useful map.
- Ability to generate a Traverse Report.
- Ability to re-generate the Exhibit A in FTA.
- Ability to upload high risk tenure Exhibit A via the PDF produced from the Tenure Update Tool (TUT).

Understanding Re-generate vs. Upload

FTA 4.0 provides both a “Regenerate” and “Upload” Exhibit A function.

- These functions can only be used once conflicts have been cleared for the Road Tenure.
- Regenerate should be used in the following cases:
 - There was a technical error during the ESF submission. For example, the Spatial Database Engine was down at the time of submission.
 - You require a new format for the Exhibit A (i.e. you wish to change the layout, size, or scale.)

Topic 2: Clearing & Approving the Harvest Authorization

- Upload should be used in the following case:
 - The Harvest Authorization is considered high risk, therefore, you have generated a PDF file via TUT which you wish to upload to FTA.



Tip

Using the Regenerate or Upload function will Regenerate or Upload both the Exhibit A and its corresponding Feature Images in FTA.

Can I re-generate the Exhibit A for a Harvest Authorization which existed prior to FTA Version 4.0?

No. You will not be able to re-generate the Exhibit A for these pre-existing tenures. It is highly recommended that you use the Tenure Update Tool (TUT) to draw the Exhibit A and upload this as a PDF map.

Steps to Follow–Regenerating the Exhibit A

Clicking the **Regenerate Exhibit A** button on the **FTA300-Inbox** page or **FTA950-Tenure Application List** page will navigate you to the **FTA306-Regenerate Exhibit A** page. This page can be used to regenerate the Exhibit A and its feature images via the automatic generation process.

The following steps describe how to regenerate the Exhibit A for a Harvest Authorization.

- 1 Select the **Map Size** using the drop list.
- 2 Select the **Map Orientation** using the drop list.
- 3 Select the **Map Scale** using the drop list.
- 4 Click the **Regenerate** button.
 - You cannot regenerate or upload another Exhibit A until this one is complete. The **Regenerate Exhibit A** button and **Upload Exhibit A** button will be deactivated.



Once the regeneration function is in progress, you cannot:

- Clear;
- Approve; or,
- Reject

the application until the regeneration process is complete.



Warning:

Note that regenerating the Exhibit A after you have uploaded an Exhibit A will overwrite the uploaded file.

Sample FTA306-Regenerate Exhibit A Page

Forest Tenure Administration System (FTA) - Microsoft I...

FTA306 - Regenerate Exhibit A / Feature Image

Map Size: A - ANSI A - 8.5 x 11

Orientation: P - Portrait

Scale: 20000 - 1:20,000

Regenerate Cancel

•Feedback •Disclaimer •Privacy •Copyright Ministry of Forests & Range

Steps to Follow–Uploading the Exhibit A

Clicking the **Upload Exhibit A** button on the **FTA300-Inbox** page or **FTA950-Tenure Application List** page will navigate you to the **FTA307-Upload Exhibit A** page.

This page can be used to upload an Exhibit A in a high risk situation.

There may be circumstances in which the quality of the existing spatial data is not sufficient for the automatically generated Exhibit A. The upload function allows you to upload your own Exhibit A. It is highly recommended that you ensure your file size is between 200 – 500KB.

The following steps describe how to use the **FTA307-Upload Exhibit A** page.

- 1 Enter the location of the PDF file or use the **Browse** button to locate the file.
 - You may upload a non-PDF file but the system will provide a warning first.
- 2 Click the **Upload** button.
 - You cannot upload or re-generate another Exhibit A until this one is complete. The **Upload Exhibit A** button and **Regenerate Exhibit A** button will be deactivated.

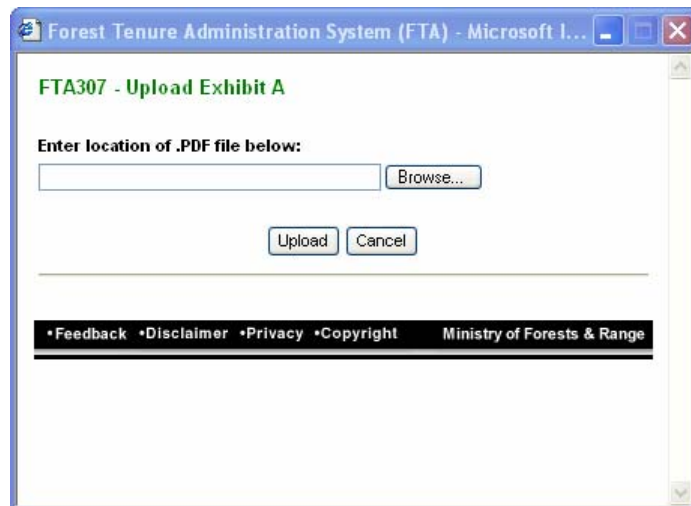


Once the upload function is in progress, you cannot:

- Clear;
- Approve; or,
- Reject

the application until the upload process is complete.

Sample Data: FTA307-Upload Exhibit A Page



Topic 2: Clearing & Approving the Harvest Authorization

Approving or Rejecting the Harvest Authorization

Once the following activities have been completed, the District Manager may approve the Harvest Authorization:

- The application has been cleared; and,
- All additional mandatory data has been added to FTA. The following fields must be entered on the **FTA902-Timber Mark Details** page.
 - o **Zone** – this is the zone number that defines who will be responsible for the C&E inspections on the Harvest Authorization.
 - o **Location** – this is a description of the Harvest Authorization location.
 - o **Issue Date** – this is the Issue Date of the Harvest Authorization.
 - o **Mark Term** – this is the term of the Harvest Authorization which is 4 years.
 - o **Expires** – this is the Expiry Date of the Harvest Authorization. Note: This is four years from the Issue Date. If the Issue Date is 2007-05-09 then the Expiry Date is 2011-05-08.
 - o **Quota Type** – this is the allowable harvesting Quota Type of the Harvest Authorization.



Tip-Additional Mandatory Fields

The following mandatory fields are automatically set by FTA:

- Status
- As of
- District
- Catastrophic
- Deciduous
- Cruise Based (Y/N)

You may modify these if you wish. They are discussed in **Topic 3: Working with the Harvest Authorization** in this guide.



Warning

The **Salvage Type** field is also marked as a mandatory field on the **FTA902-Timber Mark Details** page; however, this field is **not** mandatory for Harvest Authorizations so you may leave it blank.

Topic 2: Clearing & Approving the Harvest Authorization

Sample FTA902-Timber Mark Details Page

FTA902 - Timber Mark Details			
File:	A18151	Type:	A01 - Forest Licence
CP/HVA ID:	CANFOR 80445	File Status:	HI - Issued
		Award Date:	1982-11-01
		Expiry Date:	2013-11-30
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.
<input type="button" value="Back"/> <input type="button" value="Back To Search"/>			
HVA ID:	<input type="text" value="CANFOR 80445"/>	Status:	<input type="text" value="PI - Pending Issuance"/> *
Mark:		District:	<input type="text" value="DPC - Peace Forest District"/> *
Location:	<input type="text" value="Crisp Creek"/>	Area (ha):	<input type="text"/>
Issue Date:	<input type="text" value="2007-05-28"/>	Mark Term:	<input type="text" value="4"/> yr <input type="text" value="0"/> mo
Extension Count:	<input type="text"/>	Expires:	<input type="text" value="2011-05-27"/>
Extended Date:	<input type="text"/>	Reason:	<input type="text"/>
Quota Type:	<input type="text" value="A - Normal replaceable AAC"/> *	Salvage Type:	<input type="text"/> *
Catastrophic:	<input type="text" value="No"/> *	Deciduous:	<input type="text" value="No"/> *
Mgmt Unit:	<input type="text"/> <input type="text"/>	Cruise Based (Y/N):	<input type="text" value="No"/> *
Land Region:	<input type="text"/>		
<input type="button" value="Print CP Approval"/> <input type="button" value="Harvest History"/> <input type="button" value="Letter"/>			
<input type="button" value="Assign Marks to Blocks"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Retire"/>			

The District Manager may reject the Harvest Authorization at any time, until it is approved. The licensee/BCTS Staff is notified of a rejection via email. The Harvest Authorization data is removed from the FTA database and spatial warehouse.

Steps to Follow: Approve or Reject Harvest Authorization

The steps to follow to **Approve** or **Reject** a Harvest Authorization are fairly simple. Both of these processes are explained below. This function is performed by district staff having “approval” authority.

Approve the Harvest Authorization

- 1 Return to the **Inbox** and navigate to the application which corresponds to the Harvest Authorization which was cleared in the steps above.
- 2 Click the **APP** button.
- 3 The **Inbox Confirm Approve** page displays. Click the **OK** button.
 - Click the **Cancel** button if you have made an error and do not wish to approve the Harvest Authorization.
 - Note that a default message appears. You may alter this, if you wish, by editing the text.
- 4 An **Approve Successful** message is displayed.
 - You can no longer examine the Harvest Authorization Submission in the Inbox.



Tip: Understanding Status

Approving the application automatically changes the:

- Harvest Authorization status from PI (Pending Issuance) to HI (Harvesting Issued) in FTA. The status associated with the Harvest Authorization displays on the **FTA901-Cutting Permit List** page and the **FTA902-Timber Mark Details** page.
- Cut block statuses from PE (Pending Electronic) to HB (Approved for Harvesting). The status associated with the Cut Block(s) displays on the **FTA903-Cut Block List** page.
- The status associated with the Tenure File does not change upon Harvest Authorization approval or rejection. This status is displayed on the **FTA100-Tenure** page.

Reject the Harvest Authorization

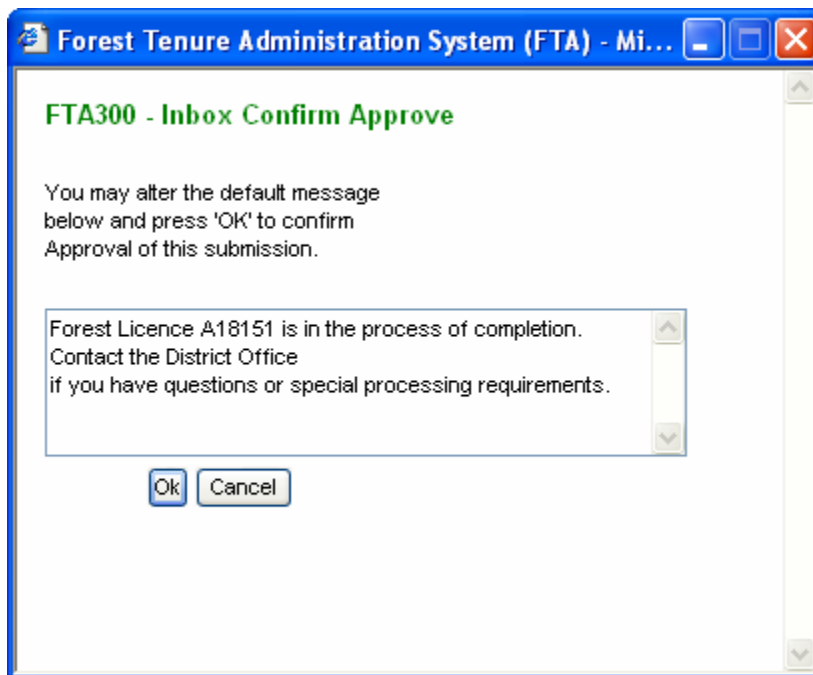
- 1 Return to the **Inbox** and navigate to the Harvest Authorization which was cleared in the steps above.
- 2 Click the **REJ** button.
- 3 The **Inbox Confirm Reject** page displays. Click the **OK** button.
 - Click the **Cancel** button if you have made an error and do **not** wish to reject the Harvest Authorization.
 - Note that a default message appears. You may alter this if you wish by editing the text.
- 4 A **Reject Successful** message is displayed.
 - You can no longer examine the Harvest Authorization in the Inbox.



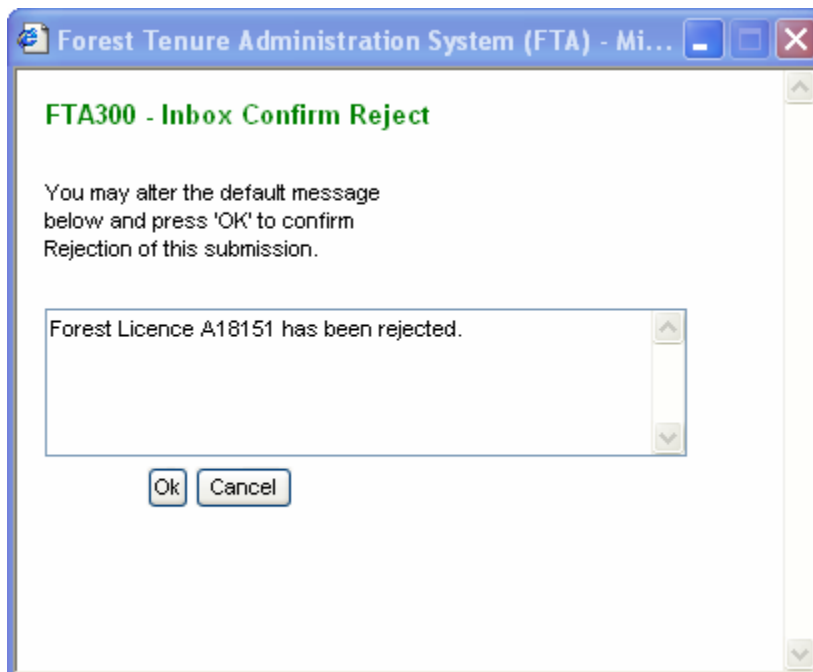
Rejecting the Harvest Authorization removes the Harvest Authorization from FTA.

Topic 2: Clearing & Approving the Harvest Authorization

Sample Data – FTA Inbox: Approve Harvest Authorization Submission



Sample Data – FTA Inbox: Reject Harvest Authorization Submission



Generating the Harvest Authorization Approval Letter

The **FTA413-Harvest Authorization Approval Letter** must be generated and sent to the licensee/BCTS once the Harvest Authorization is approved in FTA. This letter provides approval to the licensee/BCTS to harvest the Cut Blocks indicated. This letter includes the following:

- List of Cut Blocks;
- Approval Date; and,
- Expiry Date.

Navigating to the FTA413-Harvest Authorization Approval Letter Page

The **FTA413-Harvest Authorization Approval Letter** page is accessed by clicking the **FSJ Letter** button on the **FTA902-Timber Mark Details** page.

FTA902 - Timber Mark Details

File:	A18151	Type:	A01 - Forest Licence	Admin Org:	RNI - Northern Interior Forest Region
CP/HVA ID:	CANFOR 80445	File Status:	HI - Issued	As of:	2007-05-28
		Award Date:	1982-11-01	Expiry Date:	2013-11-30
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.		

[Back](#) [Back To Search](#)

HVA ID:	CANFOR 80445	Status:	HI - Issued	As of:	2007-05-28
Mark:		District:	DPC - Peace Forest District	Zone:	0001
Location:	Crisp Creek		Area (ha):		
Issue Date:	2007-05-28	Mark Term:	4 yr 0 mo	Expires:	2011-05-27
Extension Count:	0	Extended Date:		Reason:	
Quota Type:	A - Normal replaceable AAC	Salvage Type:			
Catastrophic:	No	Deciduous:	No	Cruise Based (Y/N):	No
Mgmt Unit:					
Land Region:					

[Print CP Approval](#) [Harvest History](#) [Letter](#) [Save](#) [Delete](#) [Retire](#)

[Assign Marks to Blocks](#)

Understanding the FTA413-Harvest Authorization Approval Letter

The following is a sample of the **FTA413-Harvest Authorization Approval Letter**.

		<p>Ministry of Forests and Range Forests Tenure and Administration System Harvest Authorization</p>	<p>FTA413 R DBQ01 IDIR\FTASADPC 05/28/2007 13:37:44 Page 1 of 1</p>
---	---	---	---

File: A18151
Harvesting Auth. Id: CANFOR 80445
Effective Date: 2007-05-28
Expiry Date: 2011-05-27

May 28, 2007

CANADIAN FOREST PRODUCTS LTD.
COASTAL OPERATIONS - ENGLEWOOD
WOSS, BC CANADA
V0N3P0

Dear Licensee,

With regards to your request dated May 25, 2007 and pursuant to Section 23 of the Fort St. John Project Regulation, authorization is hereby given for the following block(s):

Block List

- 104
- 105
- 106

This authorization effective May 28, 2007 and pursuant to Section 24 of the Fort St. John Pilot Project Regulation, will expire on May 27, 2011.

Yours truly, District Manager Peace Forest District regards,

Fort St. John Pilot Project Regulation

END OF REPORT

Steps to Follow

The following steps describe how to generate the **FTA413-Harvest Authorization Approval Letter**.

1. Navigate to the **FTA902-Timber Mark Details** page. Click the **Letter** button. Remember, the Harvest Authorization must be in HI Status in order for you to generate the letter.
2. The **FTA413-Harvest Authorization Approval Letter** is generated. This is displayed as a PDF File. You must now print this and send it to the licensee/BCTS.

Examining the Harvest Authorization Submission in FTA

Once the Harvest Authorization submission (also referred to as an application) has been validated by ESF, then it will display in FTA on the **FTA950-Tenure Application List** page. Note that this is true for all types of submissions. This page is useful if you wish to view both the attribute and spatial data associated with the application.

Navigating to the FTA950-Tenure Application List Page

To navigate to the **FTA950-Tenure Application List** page, select the **Tenure Appl.** tab. If this tab is not visible, select **Tenure** from the **Tenures** menu.



Understanding the FTA950-Tenure Application List Page

The **FTA950-Tenure Application List** page is made up of two sections which allow you to:

- Locate the Harvest Authorization Submission you wish to explore.
- Examine further details about the submission including the following:
 - o Exhibit A. You may also **upload** or **regenerate** the Exhibit A using this page.
 - o Traverse Report
 - o Map View
 - o Adjudication Report
- Access the **FTA952-Tenure Application Details** page. This page allows you to examine further details about the Cut Blocks which make up the Harvest Authorization.

Section 1 – Find the Tenure

The first section of the **FTA950-Tenure Application List** page is used to locate the Harvest Authorization you wish to work with.

- If you are navigating to this tab from another Tenure tab, where you have been working with the Harvest Authorization, this section will already be populated with the Harvest Authorization ID and File details.
- If you navigate directly to this page, you must enter both the Tenure Number and the Harvest Authorization ID and click the **Go** button.

The following screen print shows section one of this page for a Harvest Authorization.

FTA950 - Tenure Application List						
File:	<input type="text" value="A18151"/>	<input type="button" value="Go"/>	Type:	A01 - Forest Licence	Admin Org:	RNI - Northern Interior Forest Region
CP/HVA ID:	<input type="text" value="CANFOR 80445"/>	File Status:	HI - Issued	As of:	2007-05-28	
		Award Date:	1982-11-01	Expiry Date:	2013-11-30	
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.			



This section will most likely be longer than your screen. To examine this section, you will need to use the horizontal scroll bar.

ESF Submission			Tenure Application					CP HVA		Area		Ex A		Regen in	
ID	Date	Org	ID	Status	Type	Description	Purpose	ID	Mark	Location	PoC	(ha)	Image	Progress	
35713	2007-05-25	DPC	59909	Approved	File Based Tenure Applications and Amendments (no CP)	FS:IP HVA B	New	CANFOR 80445					Y	N	Details Upload Exhibit A Regenerate Exhibit A Traverse Report Map View Adjudication Report

- 1 Enter the **Tenure Number** in the **File** field and the **Harvest Authorization ID** in the **HVA ID** field.
- 2 Click the **Go** button.
 - Section 2 of the **FTA950-Tenure Application List** page displays the Harvest Authorization submission details.
- 3 You may now access additional information by using the hyperlinked fields and buttons. The actions these perform are outlined in the table below.



Keep in mind that this is a “read only” page. You **cannot** change any of the Harvest Authorization attribute details on this page.

Topic 2: Clearing & Approving the Harvest Authorization

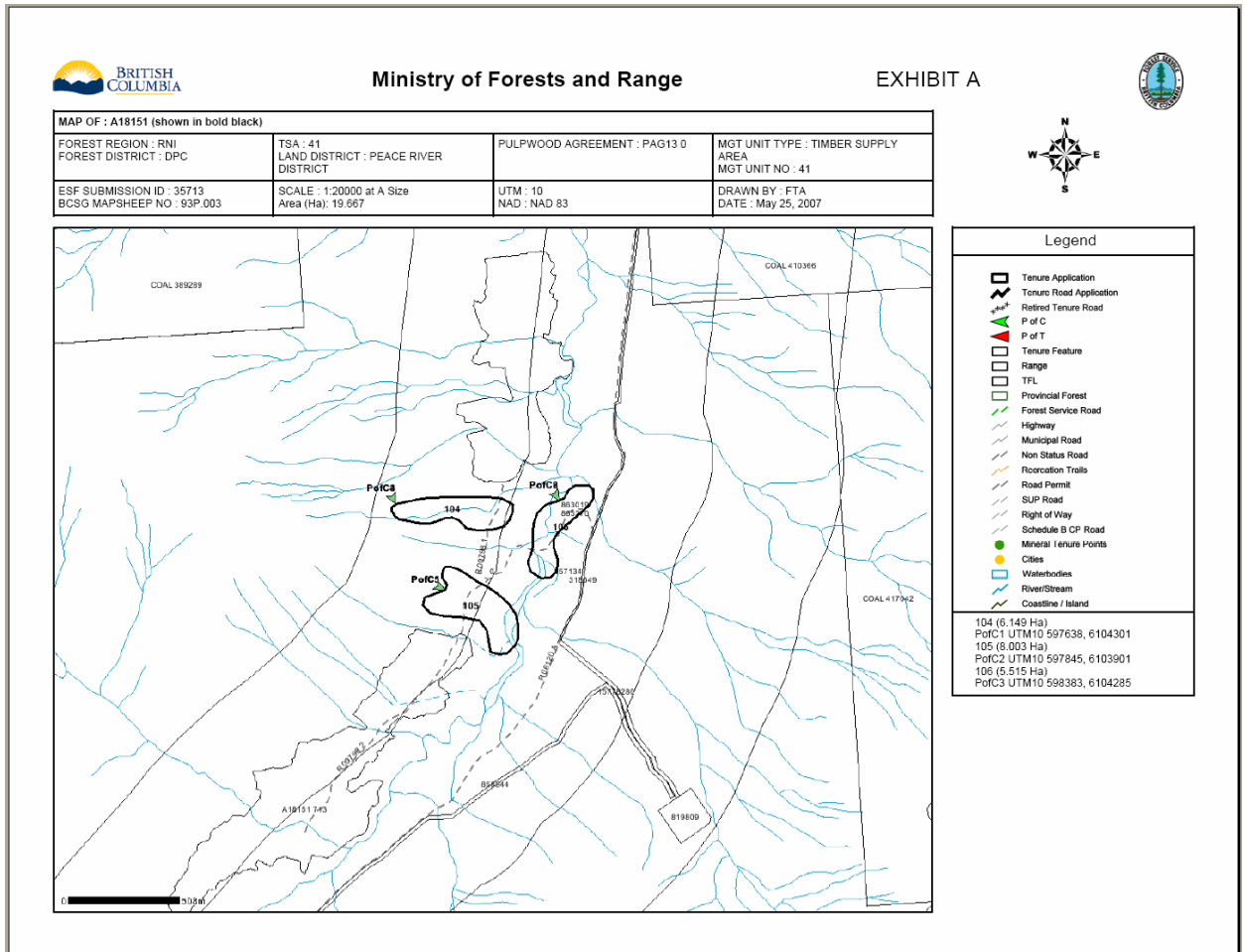
Hyperlink/Button	Action
CP/HVA ID	<p>This column displays the ID associated with the Harvest Authorization. Click the link in this column to navigate to the FTA902-Timber Mark Details page.</p> <ul style="list-style-type: none"> For more information, refer to Topic 3: Working with the Harvest Authorization.
Mark	<p>This column displays the Timber Mark(s) associated with the Harvest Authorization. Click this link to navigate to the FTA902-Timber Mark Details page.</p> <ul style="list-style-type: none"> For more information, refer to Topic 3: Working with the Harvest Authorization. Note: If there is more than one Timber Mark only one Timber Mark is displayed. This is the first sequential (numeric) Timber Mark.
Exhibit A Column = Y	<p>Click the Y in this column to open or save the Exhibit A as a PDF file.</p> <ul style="list-style-type: none"> For more information, refer to the section Understanding the Exhibit A later in this topic.
Details Button	<p>The FTA952-Tenure Application Details page is displayed.</p> <ul style="list-style-type: none"> For more information, refer to the section Understanding the Tenure Application Details Page later in this topic.
Upload Exhibit A Button	<p>Use this button if you wish to upload the Exhibit A map. You will be navigated to the FTA307-Upload Exhibit A page.</p> <ul style="list-style-type: none"> For more information, refer to the section Regenerating or Uploading the Exhibit A which was discussed earlier in this topic.
Regenerate Exhibit A Button	<p>Use this button if you wish to automatically regenerate the Exhibit A. You will be navigated to the FTA306-Regenerate Exhibit A page.</p> <ul style="list-style-type: none"> For more information, refer to the section Regenerating or Uploading the Exhibit A which was discussed earlier in this topic.
Traverse Report Button	<p>Click this button to open or save the Traverse Report as a PDF file.</p> <ul style="list-style-type: none"> For more information, refer to the section Understanding the Traverse Report later in this topic.
MapView Button	<p>The MapView application is launched in a new browser window. MapView displays the approximate area of the Cut Block(s) associated with the Harvest Authorization.</p>
Adjudication Report Button	<p>Click this button to open the Adjudication Report as a PDF file. The report displays any resource feature conflicts.</p>

Topic 2: Clearing & Approving the Harvest Authorization

Understanding the Exhibit A

The Exhibit A displays the spatial image of the Cut Block(s) which make up the Harvest Authorization. A description of the feature is provided in the header section.

Sample Exhibit A



Understanding the Traverse Report

The Traverse Report displays a Traverse Table for the Harvest Authorization. The Traverse Table details the UTM Coordinates for all features (i.e. Cut Blocks). It is recommended that you save the report to your local drive prior to opening it.

Sample Traverse Report



Ministry of Forests and Range

EXHIBIT A



Traverse Table of: A18151

(UTM 10) 597845, 6103901 PotC1 597751, 6103871 597742, 6103836 597774, 6103799 597832, 6103783 597930, 6103772 597996, 6103756 598027, 6103711 598033, 6103673 598041, 6103611 598082, 6103599 598118, 6103603 598155, 6103637 598169, 6103667 598172, 6103726 598184, 6103777 598130, 6103830 598100, 6103859 598058, 6103894 598026, 6103916 597998, 6103930 597956, 6103963 597911, 6103993 597880, 6104004 597849, 6104005 597838, 6103988 597835, 6103957 597844, 6103942 597856, 6103926 ----- 598383, 6104285 PotC2 598321, 6104270 598281, 6104233 598251, 6104183 598256, 6104129 598254, 6104083 598245, 6104048 598228, 6104015 598239, 6103969 598286, 6103936 598330, 6103939 598360, 6103966 598364, 6104020 598349, 6104074 598350, 6104110 598370, 6104140 598407, 6104169 598447, 6104200 598481, 6104227 598516, 6104256 598541, 6104291 598542, 6104329 598520, 6104348 598497, 6104349 598458, 6104351 598427, 6104329 598407, 6104297 ----- 597638, 6104301 PotC3 597617, 6104284 597619, 6104268 597631, 6104247 597648, 6104231 597742, 6104209 597791, 6104207 597827, 6104216 597859, 6104228 597892, 6104229	597923, 6104215 597954, 6104178 598011, 6104165 598078, 6104167 598127, 6104178 598151, 6104205 598168, 6104240 598172, 6104276 598122, 6104306 598035, 6104317 597940, 6104321 597853, 6104322 597760, 6104321 597638, 6104301 ----- 104 (UTM 10) 597638, 6104301 PotC1 597617, 6104284 597619, 6104268 597631, 6104247 597648, 6104231 597742, 6104209 597791, 6104207 597827, 6104216 597859, 6104228 597892, 6104229 597923, 6104215 597954, 6104178 598011, 6104165 598078, 6104167 598127, 6104178 598151, 6104205 598168, 6104240 598172, 6104276 598122, 6104306 598035, 6104317 597940, 6104321 597853, 6104322 597760, 6104321 597638, 6104301 ----- 105 (UTM 10) 597845, 6103901 PotC1 597751, 6103871 597742, 6103836 597774, 6103799 597832, 6103783 597930, 6103772 597996, 6103756 598027, 6103711 598033, 6103673 598041, 6103611 598082, 6103599 598118, 6103603 598155, 6103637 598169, 6103667 598172, 6103726 598184, 6103777 598130, 6103830 598100, 6103859 598058, 6103894 598026, 6103916 597998, 6103930 597956, 6103963 597911, 6103993 597880, 6104004 597849, 6104005 597838, 6103988 597835, 6103957	597844, 6103942 597856, 6103926 597845, 6103901 ----- 106 (UTM 10) 598383, 6104285 PotC1 598321, 6104270 598281, 6104233 598251, 6104183 598256, 6104129 598254, 6104083 598245, 6104048 598228, 6104015 598239, 6103969 598286, 6103936 598330, 6103939 598360, 6103966 598364, 6104020 598349, 6104074 598350, 6104110 598370, 6104140 598407, 6104169 598447, 6104200 598481, 6104227 598516, 6104256 598541, 6104291 598542, 6104329 598520, 6104348 598497, 6104349 598458, 6104351 598427, 6104329 598407, 6104297 598383, 6104285 -----	
---	---	--	--

- 1 -

Understanding the FTA952-Tenure Application Details page

The **FTA952-Tenure Application Detail** page is displayed when you:

- Click the **Details** button on the **FTA950-Tenure Application List** page; or,
- Click the **Tenure Application ID** hyperlink on the **FTA300-Inbox** page.

This page is in a “read only” format. The top portion of this page displays the File level details and the Harvest Authorization ID. The bottom portion of this page may be used to examine the Harvest Authorization submission and its associated Cut Blocks.

You can examine the following fields:

- **Tenure Application ID:** this uniquely identifies the Harvest Authorization submission.
- **Description:** this is a description of the submission. This field is part of the ESF submission file.
- **Purpose:** this indicates whether the submission is **New** or an **Amendment**. This field is part of the ESF submission file. For Harvest Authorizations and their associated Cut Blocks, this field will always display **New**. Harvest Authorizations **cannot** be amended.
- **Amend ID:** this field identifies whether the Cut Block is part of the original submission or is part of an amended submission. If the Cut Block has been amended, a unique Amendment ID is displayed in this field. Note: This field is always blank for the row associated with the Harvest Authorization.
- **Location:** this field is used to help someone understand the location of a Harvest Authorization without a map. This field is part of the ESF submission file.
- **CP/HVA ID:** this is the ID associated with the Harvest Authorization. This field is part of the ESF submission file.
- **Mark:** this is the Timber Mark(s) associated with the Harvest Authorization via its associated Cut Block(s). This field is populated based on data entered on the **FTA908-Assign Marks to Blocks** page.
- **Cut Block:** this field is used to identify the Cut Block. This field is part of the ESF Submission file.
- **Feature Type:** the type of feature is displayed. This field is part of the ESF Submission file.
 - o The Harvest Authorization row will display **Timber Use** in this field.
 - o Each Cut Block row will display **Cut Block** in this field.
- **PoC:** this indicates the Point of Commencement for each Cut Block. This is a UTM coordinate. This field will be blank for a Harvest Authorization. This field is part of the ESF Submission file.
- **Area (ha):** this displays the area, as measured in hectares, of the Cut Block. This field will be blank for a Harvest Authorization. This field is part of the ESF Submission file.
- **Cruise Volume (m³):** this field is not applicable to Harvest Authorizations or their associated Cut Blocks.

Topic 2: Clearing & Approving the Harvest Authorization

You can access additional information by using these functions:

- Feature Image:** if this field is set to **Y** then you may click the field to examine the map for the feature (i.e. Harvest Authorization or Cut Block). If you click the Feature Image indicator corresponding to the row of data for the Harvest Authorization then the map will display the area of the Cut Block(s) associated with the Harvest Authorization.
- MapView:** use this button to examine this feature in the MapView Application. MapView displays the approximate area of the Cut Block. If you click the MapView button corresponding to the row of data for the Harvest Authorization then Map View will display the approximate area of the Cut Block(s) associated with the Harvest Authorization.

Sample FTA952-Tenure Application Detail page

FTA952 - Tenure Application Detail

File:
Type: A01 - Forest Licence
 Admin Org: RNI - Northern Interior Forest Region

CP/HVA ID:
File Status: HI - Issued
 As of: 2007-05-28

Award Date: 1982-11-01
 Expiry Date: 2013-11-30

Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.

4 rows returned

Tenure Application			Amend	CP/HVA	Cut	Feature	Area	Cruise	Feature	
ID	Description	Purpose	ID	Location	Mark	Type	PofC	Volume (m ³)	Image	
59909	FSJP HVA B	New		FSJP HVA B		Timber Use			<u>Y</u>	<input type="button" value="Map View"/>
59909	FSJP HVA B	New	<u>ORIG</u>			104	Cut Block	6.1490	<u>Y</u>	<input type="button" value="Map View"/>
59909	FSJP HVA B	New	<u>ORIG</u>			105	Cut Block	8.0030	<u>Y</u>	<input type="button" value="Map View"/>
59909	FSJP HVA B	New	<u>ORIG</u>			106	Cut Block	5.5146	<u>Y</u>	<input type="button" value="Map View"/>

FTA Participant Guide –



FSJP Module

Topic 3: Working with the Harvest Authorization

In this topic, you will learn how to:

- Locate the Harvest Authorization;
- Examine Timber Mark Details;
- Assign Timber Marks to Blocks; and,
- Examine the Harvest History.

Locating the Harvest Authorization

The Harvest Authorization is displayed as a row of data on the **FTA901-Cutting Permit List** page.

Navigating to the FTA901-Cutting Permit List Page

To navigate to the **FTA901-Cutting Permit List**, select the **CP/Mark** tab. If this tab is not visible, select **Tenure** from the **Tenures** menu.



Understanding the FTA901-Cutting Permit List Page

The top portion of the **FTA901-Cutting Permit List** page contains the File details. You can enter the File and Harvest Authorization ID if you wish to use this page to display a specific Harvest Authorization.

FTA901 - Cutting Permit List			
File:	A18151 <input type="text"/>	<input type="button" value="Go"/>	Type: A01 - Forest Licence
			Admin Org: RNI - Northern Interior Forest Region
CP/HVA ID:	CANFOR 80445 <input type="text"/>	File Status:	HI - Issued
		Award Date:	1982-11-01
		Expiry Date:	2013-11-30
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.

The bottom portion displays a row of data for each Harvest Authorization associated with the File.

Road Timber Marks							
1 rows returned							
District	Timber Mark						
DPC	EK50R1						
Cutting Permits							
1 rows returned							
<input type="button" value="Back To Search"/>							
District	CP/HVA ID	Timber Mark	Salvage Type	Status	Issue	Mark Expiry	Extend To
DPC	CANFOR 80445			HI Issued	2007-05-28	2011-05-27	<input type="button" value="Details"/> <input type="button" value="Cut Block"/>



The **FTA901-Cutting Permit List** page is also used to display Road Timber Marks and Cutting Permits which are associated with the **File**.

Steps to Follow

Follow these steps to locate the Harvest Authorization:

- 1 Enter the Tenure Number, associated with the Harvest Authorization, in the **File** field.
- 2 Enter the Harvest Authorization ID in the **CP/HVA ID** field.
- 3 Click the **Go** button.
- 4 In the **Cutting Permits** section of the page, the details of the Harvest Authorization are displayed as a row of data.

This section contains the following fields:

- **District:** displays the code associated with the District where the Harvest Authorization is physically located.
- **Harvesting Authority ID:** displays the ID of the Harvest Authorization.
- **Timber Mark:** displays the Timber Mark(s) associated with the Harvest Authorization. Note: If there is more than one Timber Mark then the first Timber Mark is displayed followed by "..."
- **Salvage Type:** displays the salvage type if the timber sale is for salvage wood.
- **Status:** displays the status associated with the Harvest Authorization.
- **Issue:** displays the date the **Harvest Authorization** was issued.
- **Expiry:** displays the date the **Harvest Authorization** expires.
- **Extend To:** displays the date the **Harvest Authorization** has been extended to (when applicable).



The following buttons allow you to perform further actions:

- **Details** button. Navigates you to the **FTA902-Timber Mark Details** page. To learn more about this button visit the topic "Examining Timber Mark Details" below.
- **Cut Block** button. Navigates you to the **FTA903-Cut Block List** page. To learn more about this button visit the topic "Working with the Cut Block List" in Topic 4: Working with Cut Blocks.

Topic 3: Working with the Harvest Authorization

Sample Data: FTA901–Cutting Permit List

FTA901 - Cutting Permit List

File:

CP/HVA ID:

Type: A01 - Forest Licence

Admin Org: RNI - Northern Interior Forest Region

File Status: HI - Issued

As of: 2007-05-28

Award Date: 1982-11-01

Expiry Date: 2013-11-30

Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.

Road Timber Marks

1 rows returned

District	Timber Mark
DPC	EK50R1

Cutting Permits

1 rows returned

District	CP/HVA ID	Timber Mark	Salvage Type	Status	Mark				
					Issue	Expiry	Extend To		
DPC	CANFOR 80445			HI Issued	2007-05-28	2011-05-27		<input type="button" value="Details"/>	<input type="button" value="Cut Block"/>

HARVEST AUTHORIZATION ISSUE,
EXPIRY, AND EXTEND TO DATES



Examining Timber Mark Details

Timber Marks, associated with a Harvest Authorization, can be examined using the **FTA902-Timber Mark Details** page. This page is also used to access the **FTA908-Assign Marks to Blocks** page which is used to enter and associate Timber Marks to the Cut Blocks which are a part of the Harvest Authorization.



The **FTA902-Timber Mark Details** page contains not only the Timber Marks associated with the Harvest Authorization, but many more useful details about the Harvest Authorization.

Navigating to the FTA902-Timber Mark Details Page

To navigate to the **FTA902-Timber Mark Details** page, select the **Details** button corresponding to the Harvest Authorization row on the **FTA901-Cutting Permit List** page.

FTA901 - Cutting Permit List

File: **Type:** A01 - Forest Licence **Admin Org:** RNI - Northern Interior Forest Region

CP/HVA ID: **File Status:** HI - Issued **As of:** 2007-05-28

Award Date: 1982-11-01 **Expiry Date:** 2013-11-30

Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.

Road Timber Marks

1 rows returned

District	Timber Mark
DPC	EK50R1

Cutting Permits

1 rows returned

District	CP/HVA ID	Timber Mark	Salvage Type	Status	Issue	Mark Expiry	Extend To
DPC	CANFOR 80445			HI Issued	2007-05-28	2011-05-27	<input type="button" value="Details"/> <input type="button" value="Cut Block"/>

Understanding the FTA902-Timber Mark Details Page

The top portion of the **FTA902-Timber Mark Details** page contains the File details and the Harvest Authorization ID. The bottom portion displays detailed information about the Harvest Authorization, including Timber Marks.

FTA902 - Timber Mark Details

File:	A18151	Type:	A01 - Forest Licence	Admin Org:	RNI - Northern Interior Forest Region
CP/HVA ID:	CANFOR 80445	File Status:	HI - Issued	As of:	2007-05-28
		Award Date:	1982-11-01	Expiry Date:	2013-11-30
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.		

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HVA ID:	CANFOR 80445	Status:	HI - Issued *	As of:	2007-05-28 *
Mark:		District:	DPC - Peace Forest District *	Zone:	0001 *
Location:	Crisp Creek		Area (ha):		
Issue Date:	2007-05-28 *	Mark Term:	4 yr 0 mo	Expires:	2011-05-27 *
Extension Count:	0	Extended Date:		Reason:	
Quota Type:	A - Normal replaceable AAC *	Salvage Type:			
Catastrophic:	No *	Deciduous:	No *	Cruise Based (Y/N):	No *
Mgmt Unit:					
Land Region:					

[Print CP Approval](#) [Harvest History](#) [Letter](#) [Save](#) [Delete](#) [Retire](#)

[Assign Marks to Blocks](#)

Steps to Follow

Follow these steps to use the **FTA902-Timber Mark Details** page.

- 1 Navigate to the **FTA901-Cutting Permit List** page. Locate the Harvest Authorization you wish to examine details for. Click the corresponding **Details** button. The **FTA902-Timber Mark Details** page is displayed.
- 2 Examine the data in the top portion of the page to verify that the **File** and **Harvest Authorization** you are working with matches your needs.
- 3 Examine the data in the bottom portion of the page. Note the following:
 - Districts may update details which are for Harvest Authorizations within their district.
 - BCTS may update details which are for Harvest Authorizations which belong to their office.

This section contains the following fields:

- **Harvesting Authority ID:** displays the ID of the Harvest Authorization.
- **Status:** displays the status of the Harvest Authorization. For more details on status, visit **Topic 5: Harvest Authorization Lifecycle**.
- **As of:** displays the date of the last status change.
- **Mark:** displays the Timber Mark(s). If more than one timber mark is associated with the Harvest Authorization then this field will display the first Timber Mark followed by "...". Timber Marks are used on cut timber for identification purposes. Timber Marks are assigned to Cut Blocks using the

Topic 3: Working with the Harvest Authorization

FTA908-Assign Marks to Block page. This page is discussed later in this topic.

- **District:** displays the District where this Harvest Authorization is physically located.
- **Zone:** displays the zone number that defines who will be responsible for the C&E inspections on the Harvest Authorization.
- **Location:** displays a description of the Harvest Authorization location.
- **Area (ha):** is blank. This field is not relevant to a Harvest Authorization.
- **Issue Date:** displays the date the Harvest Authorization was issued.
- **Mark Term:** displays the length of time the Timber Mark is valid for as measured in years and months.
- **Expires:** displays the initial expiry date of the Harvest Authorization.
- **Extension Count:** displays a numeric counter of the number of times the Harvest Authorization has been extended.
- **Extended Date:** displays the new expiry date if the Harvest Authorization has been extended.
- **Reason:** displays the reason for a Harvest Authorization extension.
- **Quota Type:** displays an allowable harvesting Quota Type.
- **Salvage Type:** indicates the salvage type if the timber sale is for salvage wood.
- **Catastrophic:** indicates if the damage to the stand of timber is catastrophic. Otherwise, it is endemic.
- **Deciduous:** indicates whether the Timber Mark is primarily for harvesting deciduous species. Otherwise, coniferous.
- **Cruise Based (Y/N):** indicates whether a cruise was used for billing purposes.
- **Mgmt Unit:** displays the management unit associated with the Timber Mark.
- **Land Region:** displays the region identifier for Crown Lands.



The following buttons are displayed on this page and are used for Harvest Authorizations:

- **Save:** click to save any modifications you have made to the fields on this page.
- **Delete:** click to delete the Harvest Authorization. The status of the Harvest Authorization must be Entered in Error (EE) prior to clicking the **Delete** button.
- **Letter:** click to generate the Harvest Authorization Approval Letter. This was discussed in the section “**Generating the Harvest Authorization Approval Letter**” in Topic 2: Clearing & Approving the Harvest Authorization.
- **Assign Marks to Blocks:** click to navigate to the **FTA908-Assign Marks to Blocks** page. This is discussed in the topic “**Assigning Timber Marks to Blocks**” below.
- **Harvest History:** click to navigate to the **FTA990-Harvest History** page. This is discussed in the topic “**Examining the Harvest History**” below.



The following additional buttons are displayed on this page, but are **not** used for Harvest Authorizations:

- **Retire:** this button is **not** used for Harvest Authorizations as Harvest Authorizations do not contain spatial data.
- **Print CP Approval:** this button is **not** used for Harvest Authorizations as Harvest Authorizations do not contain Cutting Permits.

Topic 3: Working with the Harvest Authorization

Sample Data: FTA902-Timber Mark Details Page

FTA902 - Timber Mark Details			
File:	A18151	Type:	A01 - Forest Licence
CP/HVA ID:	CANFOR 80445	File Status:	HI - Issued
		Admin Org:	RNI - Northern Interior Forest Region
		As of:	2007-05-28
		Award Date:	1982-11-01
		Expiry Date:	2013-11-30
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.

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HVA ID:	<input type="text" value="CANFOR 80445"/>	Status:	<input type="text" value="HI - Issued"/>	*	As of:	<input type="text" value="2007-05-28"/>	*	
Mark:		District:	<input type="text" value="DPC - Peace Forest District"/>	*	Zone:	<input type="text" value="0001"/>	*	
Location:	<input type="text" value="Crisp Creek"/>	Area (ha):	<input type="text"/>					
Issue Date:	<input type="text" value="2007-05-28"/>	Mark Term:	<input type="text" value="4"/> yr <input type="text" value="0"/> mo		Expires:	<input type="text" value="2011-05-27"/>		
Extension Count:	<input type="text" value="0"/>	Extended Date:	<input type="text"/>		Reason:	<input type="text"/>		
Quota Type:	<input type="text" value="A - Normal replaceable AAC"/>	*			Salvage Type:	<input type="text"/>	*	
Catastrophic:	<input type="text" value="No"/>	*	Deciduous:	<input type="text" value="No"/>	*	Cruise Based (Y/N):	<input type="text" value="No"/>	*
Mgmt Unit:	<input type="text" value="C"/>							
Land Region:	<input type="text" value="8 - PEACE"/>							

[Print CP Approval](#) [Harvest History](#) [Letter](#) [Save](#) [Delete](#) [Retire](#)

[Assign Marks to Blocks](#)

Assigning Timber Marks to Blocks

The **FTA908-Assign Marks to Blocks** page is used to enter a timber mark for each Cut Block associated with your Harvest Authorization.

Navigating to the FTA908-Assign Marks to Blocks Page

The **FTA908-Assign Marks to Blocks** page is accessed by clicking the **Assign Marks to Blocks** button on the **FTA902-Timber Mark Details** page.

FTA902 - Timber Mark Details

File:	A18151	Type:	A01 - Forest Licence	Admin Org:	RNI - Northern Interior Forest Region
CP/HVA ID:	CANFOR 80445	File Status:	HI - Issued	As of:	2007-05-28
		Award Date:	1982-11-01	Expiry Date:	2013-11-30
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.		

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HVA ID:	CANFOR 80445	Status:	HI - Issued	As of:	2007-05-28
Mark:		District:	DPC - Peace Forest District	Zone:	0001
Location:	Crisp Creek	Area (ha):			
Issue Date:	2007-05-28	Mark Term:	4 yr 0 mo	Expires:	2011-05-27
Extension Count:	0	Extended Date:		Reason:	
Quota Type:	A - Normal replaceable AAC	Salvage Type:			
Catastrophic:	No	Deciduous:	No	Cruise Based (Y/N):	No
Mgmt Unit:	C				
Land Region:	8 - PEACE				

[Print CP Approval](#) [Harvest History](#) [Letter](#) [Save](#) [Delete](#) [Retire](#)

[Assign Marks to Blocks](#)

Understanding the FTA908-Assign Marks to Blocks Page

The top portion of the **FTA908-Assign Marks to Blocks** page contains the File and Harvesting Authorization details.

FTA908 - Assign Marks to Blocks

File:	A18151	Authorization ID:	CANFOR 80445
Approval Date:	2007-05-20	Expiry Date:	2011-05-27
Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.		
Higher Level Plan Reference:	Canfor FSJ 80637		

The bottom portion displays the Cut Block(s) associated with the Harvesting Authorization. Each Cut Block contains a corresponding timber mark.

Back

3 rows returned

Assign Mark to All

Cut Block	Timber Mark	Specify New Timber Mark	
			<div>Save</div> <div>Cancel</div>
104	EK5001		<div>Update</div>
105	EK5710		<div>Update</div>
106	EK5999		<div>Update</div>

Steps to Follow

Follow these steps to enter a timber mark for a Cut Block:

- 1 Navigate to the **FTA902-Timber Mark Details** page. Click the **Assign Marks to Blocks** button. The **FTA908-Assign Marks to Blocks** page is displayed.
- 2 Verify you have selected the correct Harvest Authorization by examining the following fields in the top portion of the page:
 - **File:** displays the ID of the File/Tenure which this Harvesting Authorization is associated with.
 - **Authorization ID:** displays the ID of the Harvesting Authorization you are working with.
 - **Approval Date:** displays the approval date of the Harvesting Authorization. This is the date the status of the Harvest Authorization was set at HI (Issued).
 - **Expiry Date:** displays the expiry date of the Harvesting Authorization. This date is populated based on the expiry date entered on the **FTA902-Timber Mark Details** page.
 - **Licensee:** displays the licensee who has the authority to harvest the timber for the given Harvest Authorization. This field is populated based on the ESF submission.
 - **Higher Level Plan Reference:** displays the reference to the Higher Level Plan type (i.e. FOS) that

Topic 3: Working with the Harvest Authorization

was included in the ESF Submission.

- 3 Using the bottom portion of the page, locate the row of data corresponding to the Cut Block you wish to enter a timber mark for. Click the corresponding **Update** button.
- 4 The Cut Block is displayed at the top of the list. You may either select an existing Timber Mark from the drop list or enter a new Timber Mark in the **Specify New Timber Mark** field.
 - The **Timber Mark** drop list is populated based on existing Timber Marks which have been entered for any approved Harvest Authorization within the same File.
 - The **Specify Timber Mark** field will accept Timber Marks that are pre-fixed with the mark designate for the file. The Timber Mark format is Designate + ###. The designate is found on the **FTA100-Tenure** page.
 - FTA will **not** allow the assignment of a Cutting Permit Timber Mark(s) to Cut Blocks within the Harvesting Authority.
- 5 Click the **Save** button. You may repeat steps 3-5 for other Cut Blocks listed.



Tip: Assign the Same Timber Mark to all Cut Blocks

If you wish to apply the same timber mark to **all** Cut Blocks on this page, select the timber mark from the drop-list next to the **Assign Mark to All** button. Click this button.

Sample Data – FTA908-Assign Marks to Blocks

FTA908 - Assign Marks to Blocks

File: A18151

Authorization ID: CANFOR 80445

Approval Date: 2007-05-20

Expiry Date: 2011-05-27

Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.

Higher Level Plan Reference: Canfor FSJ 80637

Back

3 rows returned

Assign Mark to All

Cut Block	Timber Mark	Specify New Timber Mark	
			Save Cancel
104	EK5001		Update
105	EK5710		Update
106	EK5999		Update

Examining the Harvest History

The **FTA990-Harvest History** page is used to review the Harvest History of the Timber Marks which are associated with the Harvest Authorization.

Navigating to the FTA990-Harvest History Page

The **FTA990-Harvest History** page is accessed by clicking the **Harvest History** button on the **FTA902-Timber Mark Details** page.

FTA902 - Timber Mark Details

File:	A18151	Type:	A01 - Forest Licence	Admin Org:	RNI - Northern Interior Forest Region
CP/HVA ID:	CANFOR 80445	File Status:	HI - Issued	As of:	2007-05-28
		Award Date:	1982-11-01	Expiry Date:	2013-11-30
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.		

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HVA ID: **Status:** * **As of:** *

Mark: **District:** * **Zone:** *

Location: **Area (ha):**

Issue Date: * **Mark Term:** yr mo **Expires:** *

Extension Count: **Extended Date:** * **Reason:**

Quota Type: * **Salvage Type:** *

Catastrophic: * **Deciduous:** * **Cruise Based (Y/N):** *

Mgmt Unit:

Land Region:

[Print CP Approval](#) [Harvest History](#) [Letter](#) [Save](#) [Delete](#) [Retire](#)

[Assign Marks to Blocks](#)

Understanding the FTA990-Harvest History Page

The **FTA990-Harvest History** page contains information related to the Timber Mark which comes from a combination of Revenue Systems (i.e. HBS, ECAS, SCS, etc.). This information is used by regional and district staff for a number of reasons including Allowable Annual Cut and Cut Control. This page can be used to:

- Print a Mark Report
- View Harvest History Information

Steps to Follow

Follow these steps to examine the Harvest History and/or print a Mark Report.

1. Navigate to the **FTA902-Timber Mark Details** page. Click the **Harvest History** button. The **FTA990-Harvest History** page is displayed.
2. Enter the timber mark in the **Mark** field.
Note: The **Mark** field will only accept one Timber Mark. If you are working with a

Topic 3: Working with the Harvest Authorization

Harvest Authorization that has multiple Timber Marks associated with it, you will only be able to examine one Timber Mark at a time on this page.

3

Click the **Go** button. The **Harvest History** for the timber mark is displayed.

4

If you wish to print a Mark Report, click the **Print Mark Report** button.

- The report is sent to your email address.

Sample Data – FTA990-Harvest History page

FTA990 - Harvest History

Mark:
Oldest Billing Accessed: 2000-2 **Fixed/Adjustable Rate:** Y

Cruised net (m³): 38501.00 **Billed (m³):** 38030.60 **Billed \$:** 754751.93

Initial Rate (\$): 17.45 **Bonus Bid (\$):** 0.00 **Silviculture Levy (\$):** 0.00

Current Rate (\$): 18.22 **Development Levy (\$):** 0.00

Original Upset Rate (\$): 17.45 **Appraisal Status:** CNF

7 rows returned

Total \$ Billed YTD = (Upset \$ Billed YTD + Bonus \$ Billed YTD)

Calendar Year	Billing Type	Species	m ³ Billed YTD	Total \$ Billed YTD	Upset \$ Billed YTD	Bonus \$ Billed YTD
2000	Normal Production	BA	1397.10	24403.50	24403.50	0.00
2000	Normal Production	LA	1.90	40.50	40.50	0.00
2000	Normal Production	LO	19812.80	396917.97	396917.97	0.00
2000	Normal Production	OT	0.00	0.00	0.00	0.00
2000	Normal Production	R	69.20	0.00	0.00	0.00
2000	Normal Production	SP	16749.60	333389.96	333389.96	0.00
	2000 Total:		38030.60	754751.93	754751.93	0.00

FTA Participant Guide –



FSJP Module

Topic 4: Working with Cut Blocks

In this topic, you will learn how:

- Cut Blocks are submitted to FTA;
- To work with the Cut Block List; and,
- To work with the Cut Block Details.

Understanding the Submission of Cut Blocks

Cut Blocks which are associated with the Harvest Authorization are submitted to FTA via the Harvest Authorization ESF submission. The submission may contain one or many Cut Blocks.

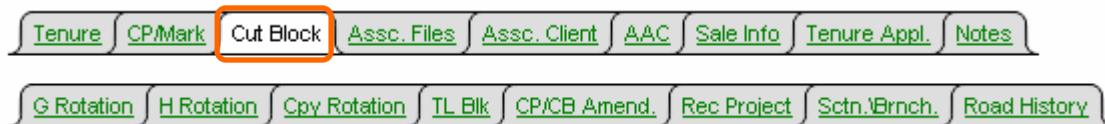
Working with the Cut Block List

The **FTA903-Cut Block List** displays all Cut Blocks associated with a Harvest Authorization. This page is a read only page used to review Cut Blocks. Using this page, you may access the **FTA904-Cut Block Details** page where information may be edited.

Navigating to the FTA903-Cut Block List

The **FTA903-Cut Block List** page is accessed by:

- Selecting the **Cut Block** button, next to a Harvest Authorization, on the **FTA901-Cutting Permit List** page; or,
- Selecting the **Cut Block** tab. If this tab is not displayed, navigate to the **Tenures** menu and select **Tenure**.



Understanding the FTA903-Cut Block List

The **FTA903-Cut Block List** page is made up of the following sections as indicated on the screen print below.

- The top section allows you to search for a specific Harvest Authorization and Cut Block. The fields displayed in this portion of the page are relevant to the File the Harvest Authorization is within.
- The bottom section lists each Cut Block as a separate row of data.

FILE & HARVEST
AUTHORIZATION DETAILS

FTA903 - Cut Block List

File: Type: A01 - Forest Licence Admin Org: RNI - Northern Interior Forest Region

CP/HVA ID: File Status: HI - Issued As of: 2007-05-28

Cut Block: Award Date: 1982-11-01 Expiry Date: 2013-11-30

Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.

3 rows returned

CP/HVA ID	Timber Mark	Salvage Type	Mark Status	CutBlock	Status	Harvest Date		Harvest Area (ha)		Authorized		Links
						Start	Complete	Planned Gross	Actual Net Gross	File	CP	
CANFOR 80445	EK5001		HI	104	HB			6.1490	6.1489			Details Results Map View Delete
CANFOR 80445	EK5710		HI	105	HB			8.0030	8.0030			Details Results Map View Delete
CANFOR 80445	EK5999		HI	106	HB			5.5145	5.5146			Details Results Map View Delete

CUT BLOCK DETAILS

Steps to Follow

Follow these steps to examine Cut Blocks for a Harvest Authorization:

1. Locate your Harvest Authorization using the **FTA901-Cutting Permit List** page. Click the **Cut Block** button corresponding to the Harvest Authorization you wish to view Cut Block details for.
2. You are navigated to the **FTA903-Cut Block List** page. Each Cut Block, associated with the Harvest Authorization, is displayed as a separate row in the bottom portion of the page.
3. Review the data for each Cut Block. The following fields display:
 - **CP/HVA ID:** displays the Harvest Authorization ID. This data is populated from the ESF Submission.
 - **Timber Mark:** displays the timber mark to apply to cut timber for identification purposes. This will be blank until you have completed the **FTA908-Assign Marks to Blocks** page in FTA. This page is discussed in **Topic 3: Working with the Harvest Authorization** of this guide.
 - **Salvage Type:** indicates if the timber sale is for salvage wood.
 - **Mark Status:** denotes the current status of the **Harvest Authorization**.
 - **Cut Block:** displays an identifier for the Cut Block. This data is populated from the ESF Submission.
 - **Status:** indicates the current status of the **Cut Block**.
 - **Harvest Date - Start:** displays the actual date that harvesting started on the Cut Block. This data is populated from the RESULTS Application.
 - **Harvest Date - Complete:** displays the actual date that harvesting was completed on the Cut Block. This data is populated from the RESULTS Application.
 - **Harvest Area - Planned Gross:** displays the estimated initial gross area of the Cut Block measured in hectares. This data is populated from the ESF Submission.
 - **Harvest Area - Planned Net:** displays the estimated initial net area of the Cut Block measured in hectares. This data is populated from the ESF Submission.
 - **Harvest Area – Actual Gross:** displays the actual area harvested on the Cut Block measured in hectares. This field is populated based on the data in the **Actual Harvest – Logged Area (ha)** on the **FTA904-Cut Block Detail** page.
 - **Authorized File:** this field is not applicable for Harvest Authorizations. It will be blank.
 - **Authorized CP:** this field is not applicable for Harvest Authorizations. It will be blank.
4. You may use the following buttons to perform additional actions:
 - **Details:** navigates you to the **FTA904-Cut Block Details** page. This page is discussed later in this topic.
 - **Results:** navigates you to the RESULTS Application.
 - **MapView:** navigates you to the MapView Application.
 - **Delete:** deletes the corresponding Cut Block. The Cut Block may only be deleted if the status is PE.

Sample Data: FTA903–Cut Block List

FTA903 - Cut Block List

File:
Type: A01 - Forest Licence
 Admin Org: RNI - Northern Interior Forest Region

CP/HVA ID:
File Status: HI - Issued
 As of: 2007-05-28

Cut Block:
Award Date: 1982-11-01
 Expiry Date: 2013-11-30

Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.

3 rows returned

CP/HVA ID	Timber Mark	Salvage Type	Mark Status	CutBlock	Status	Harvest Date		Harvest Area (ha)			Authorized		Links
						Start	Complete	Planned Gross	Planned Net	Actual Gross	File	CP	
CANFOR 80445	EK5001		HI	104	HB			6.1490	6.1489				<input type="button" value="Details"/> <input type="button" value="Results"/> <input type="button" value="Map View"/> <input type="button" value="Delete"/>
CANFOR 80445	EK5710		HI	105	HB			8.0030	8.0030				<input type="button" value="Details"/> <input type="button" value="Results"/> <input type="button" value="Map View"/> <input type="button" value="Delete"/>
CANFOR 80445	EK5999		HI	106	HB			5.5145	5.5146				<input type="button" value="Details"/> <input type="button" value="Results"/> <input type="button" value="Map View"/> <input type="button" value="Delete"/>

HARVEST AUTHORIZATION
STATUS

CUT BLOCK STATUS

Working with Cut Block Details

The **FTA904-Cut Block Details** page displays detailed information for a specific Cut Block. This page allows you to modify the data, if required. Recall that you cannot modify the data if the Cut Block has a status of PE. Once the status is HB, modifications may occur.



Warning – FTA and RESULTS Cut Block Data Link

Cut block details are automatically displayed on the **FTA904-Cut Block Details** page based on data in the RESULTS System. Any modifications to the Cut Block data in RESULTS will automatically be displayed in FTA. It is important to note that modifications made to the Cut Block data in FTA will **not** be shown in RESULTS.



Tip - Understanding Automatic Cut Block Status Changes:

Changes in Cut Block status can be the result of activities occurring in other applications.

Example A - the following activities will change the status of a Cut Block to LC (Logging Complete):

- Submission of a Disturbance Report (Form B) to RESULTS; or,
- Submission of an Inspection Report on the Cut Block to CIMS.

Example B – the status of a Cut Block will change to S once the licensee/BCTS has declared obligations are met on a Cut Block as reported through RESULTS.

Navigating to the FTA904-Cut Block Detail Page

The **FTA904-Cut Block Detail** page is accessed by clicking the **Details** button next to a Cut Block on the **FTA903-Cut Block List** page.

FTA903 - Cut Block List

File:
Type: A01 - Forest Licence
 Admin Org: RNI - Northern Interior Forest Region

CP/HVA ID:
File Status: HI - Issued
 As of: 2007-05-28

Cut Block:
Award Date: 1982-11-01
 Expiry Date: 2013-11-30

Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.

3 rows returned

CP/HVA ID	Timber Mark	Salvage Type	Mark Status	CutBlock	Status	Harvest Date		Harvest Area (ha)			Authorized		Links
						Start	Complete	Planned Gross	Planned Net	Actual Gross	File	CP	
CANFOR 80445	EK5001		HI	104	HB			6.1490	6.1489				<input type="button" value="Details"/> <input type="button" value="Results"/> <input type="button" value="Map View"/> <input type="button" value="Delete"/>
CANFOR 80445	EK5710		HI	105	HB			8.0030	8.0030				<input type="button" value="Details"/> <input type="button" value="Results"/> <input type="button" value="Map View"/> <input type="button" value="Delete"/>
CANFOR 80445	EK5999		HI	106	HB			5.5145	5.5146				<input type="button" value="Details"/> <input type="button" value="Results"/> <input type="button" value="Map View"/> <input type="button" value="Delete"/>

Understanding the FTA904-Cut Block Detail Page

The **FTA904-Cut Block Detail** page is made up of three sections.

Section 1: File Information

The top section displays the File, Harvest Authorization, and Cut Block identifier. It also displays additional details relevant to the File including type, status, award date, licensee, organizational unit, as of date, and expiry date.

FTA904 - Cut Block Detail

File:
Type: A01 - Forest Licence
 Admin Org: RNI - Northern Interior Forest Region

CP/HVA ID:
File Status: HI - Issued
 As of: 2007-05-28

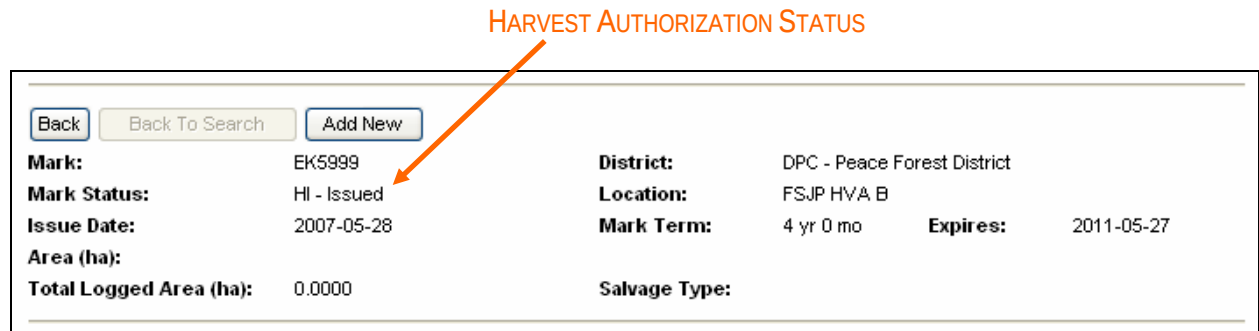
Cut Block:
Award Date: 1982-11-01
 Expiry Date: 2013-11-30

Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.

Section 2: Mark Information

The middle section displays details of the timber mark associated with the Cut Block. Fields are populated based on data entered on the **FTA902-Timber Mark Details** page and **FTA908-Assign Marks to Block** page discussed in Topic 3 of this guide.

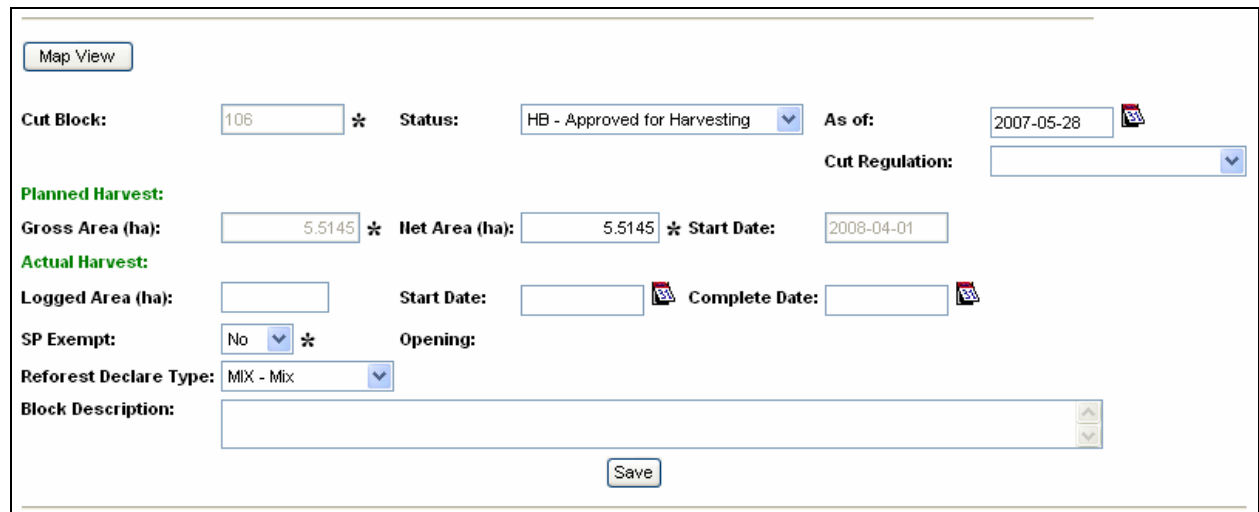
HARVEST AUTHORIZATION STATUS



Mark:	EK5999	District:	DPC - Peace Forest District
Mark Status:	HI - Issued	Location:	FSJP HVA B
Issue Date:	2007-05-28	Mark Term:	4 yr 0 mo
Area (ha):		Expires:	2011-05-27
Total Logged Area (ha):	0.0000	Salvage Type:	

Section 3: Cut Block Information

The bottom section displays detailed information about the Cut Block. You may modify Cut Block details as per the instructions below.



Cut Block: 106 * **Status:** HB - Approved for Harvesting **As of:** 2007-05-28 **Cut Regulation:**

Planned Harvest:
Gross Area (ha): 5.5145 * **Net Area (ha):** 5.5145 * **Start Date:** 2008-04-01

Actual Harvest:
Logged Area (ha): * **Start Date:** * **Complete Date:** *

SP Exempt: No * **Opening:**

Reforest Declare Type: MIX - Mix

Block Description:

Save

Steps to Follow

Follow these steps to examine and modify details for a Cut Block (i.e. modify Section 3: Cut Block Information).

- 1 Locate the Cut Block by navigating to the **FTA903-Cut Block List** page and clicking the **Details** button with corresponds with your Cut Block.
- 2 The Cut Block is displayed on the **FTA904-Cut Block Details** page.
- 3 You may examine the following fields:
 - **Cut Block:** displays the Cut Block identifier.
 - **Status:** displays the status of the Cut Block. Cut block details may **not** be modified if the Cut Block status is PE.

- **As of:** displays the date the current Cut Block status was set.
- **Cut Regulation:** this field is not applicable for Cut Blocks under a Harvest Authorization; therefore, it will remain blank.
- **Planned Harvest – Gross Area:** estimated initial gross area of the Cut Block, in hectares, from the Site Plan.
- **Planned Harvest – Net Area:** estimated initial net area of the Cut Block, in hectares. This is the sum of the area of the treatment units.
- **Planned Harvest – Start Date:** the date that harvesting is expected to start for this Cut Block. This field is populated based on the ESF Submission.
- **Actual Harvest – Logged Area:** the actual gross area (measured in hectares) that was harvested of the Cut Block. This field is populated based on the Form B data entered in the RESULTS Application.
- **Actual Harvest – Start Date:** the date that harvesting was started for this Cut Block. This field is populated based on data in the RESULTS Application.
- **Actual Harvest – Complete Date:** the date that harvesting was completed on this Cut Block. This field is populated based on data in the RESULTS Application.
- **Actual Harvest – SP Exempt:** this field is only set to “Y” for an exemption for silviculture prescriptions under Sec.30 of the *Forest Practices Code of British Columbia Act*. For example, Cut Blocks less than one hectare or the use of the land will be incompatible with the establishment of a free growing stand.
- **Actual Harvest – Opening:** the identification showing where the Cut Block begins. This field is populated based on data in the RESULTS Application.
- **Reforest Declar Type:** displays the reforestation declaration type (coniferous, deciduous, or mix). This field is an optional data element on the ESF submission.
- **Actual Harvest – Block Description:** displays a description of the Cut Block. This field may be entered in FTA.



Click the **Save** button.

Sample Data: FTA904-Cut Block Details

FTA904 - Cut Block Detail			
File:	A18151	Type:	A01 - Forest Licence
CP/HVA ID:	CANFOR 80445	File Status:	HI - Issued
Cut Block:	106	Award Date:	1982-11-01
		Expiry Date:	2013-11-30
		Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.
<div> Back Back To Search Add New </div>			
Mark:	EK5999	District:	DPC - Peace Forest District
Mark Status:	HI - Issued	Location:	FSJP HVA B
Issue Date:	2007-05-28	Mark Term:	4 yr 0 mo
Area (ha):		Expires:	2011-05-27
Total Logged Area (ha):	16.5426	Salvage Type:	
<div> Map View </div>			
Cut Block:	106	Status:	HB - Approved for Harvesting
		As of:	2007-05-28
		Cut Regulation:	
Planned Harvest:			
Gross Area (ha):	5.5145	Net Area (ha):	5.5145
		Start Date:	2008-04-01
Actual Harvest:			
Logged Area (ha):	5.5142	Start Date:	2008-04-01
		Complete Date:	2008-07-01
SP Exempt:	No	Opening:	
Reforest Declare Type:	MIX - Mix		
Block Description:	Block borders Crisp Creek.		
<div> Save </div>			

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FSJP Module

Topic 5: Harvest Authorization Lifecycle

In this topic, you will understand:

- The Harvest Authorization Lifecycle; and,
- Status Codes.

Understanding the Harvest Authorization Lifecycle

A Harvest Authorization and its associated Cut Blocks are valid for four years from their approval date. In certain circumstances, the Harvest Authorization may be extended by MoFR. Extensions generally occur when the licensee or BCTS has not finished harvesting. The extension must be initiated prior to the expiry of the Harvest Authorization.



Please refer to **The Fort St. John Pilot Project Regulation Section 24(3)** to learn more about extensions.



A Harvest Authorization cannot be transferred to another file nor can it be relabeled to contain a different Harvest Authorization ID.

Completing an Extension in FTA

A Harvest Authorization extension is completed in FTA on the **FTA902-Timber Mark Details** page. This page was discussed in **Topic 3: Working with Harvest Authorizations** of this guide.

Steps to Follow – Extend a Harvest Authorization

Follow these steps to extend a Harvest Authorization.

- ① Navigate to the **FTA902-Timber Mark Details** page.
- ② Enter the new date of expiry in the **Extended Date** field.
- ③ Select the reason for the extension using the **Reason** drop list.
- ④ Click the **Save** button. Note that the **Extended Count** field has increased by one. This field is a numeric counter which denotes the number of times the Harvest Authorization has been extended.

Sample Data: FTA902-Timber Mark Details Page

FTA902 - Timber Mark Details

File: A18151	Type: A01 - Forest Licence	Admin Org: RNI - Northern Interior Forest Region
CP/HVA ID: CANFOR 80445	File Status: HI - Issued	As of: 2007-05-28
	Award Date: 1982-11-01	Expiry Date: 2013-11-30
Licensee: 00001271 07 CANADIAN FOREST PRODUCTS LTD.		

[Back](#)
[Back To Search](#)

HVA ID:	<input type="text" value="CANFOR 80445"/>	Status:	<div>HI - Issued ▼ *</div>	As of:	<div>2007-05-28 *</div>
Mark:	<input type="text" value="EK5001 ..."/>	District:	<div>DPC - Peace Forest District ▼ *</div>	Zone:	<div>0001 ▼ *</div>
Location:	<input type="text" value="Crisp Creek"/>		Area (ha):	<div>19.6666 ▼</div>	
Issue Date:	<div>2007-05-28 </div>	Mark Term:	<div>4 yr 0 mo</div>	Expires:	<div>2011-05-27 </div>
Extension Count:	<div>1</div>	Extended Date:	<div>2012-05-27 </div>	Reason:	<div>P - Management Discretion ▼</div>
Quota Type:	<div>A - Normal replaceable AAC ▼ *</div>		Salvage Type:	<div>▼ *</div>	
Catastrophic:	<div>No ▼ *</div>	Deciduous:	<div>No ▼ *</div>	Cruise Based (Y/N):	<div>No ▼ *</div>
Mgmt Unit:	<div><input type="text" value=""/> <input type="text" value=""/> </div>				
Land Region:	<div>8 - PEACE ▼</div>				

[Print CP Approval](#)
[Harvest History](#)
[Letter](#)

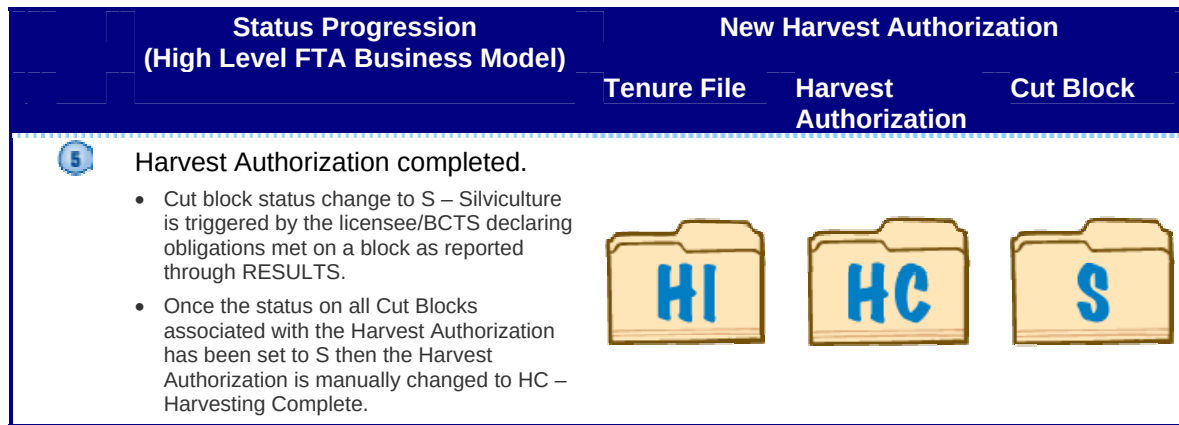
[Save](#)
[Delete](#)
[Retire](#)

[Assign Marks to Blocks](#)

Understanding Status Codes

New Harvest Authorization Status Workflow Example

	Status Progression (High Level FTA Business Model)	New Harvest Authorization		
		Tenure File	Harvest Authorization	Cut Block
1	<p>Harvest with No CP Application received by FTA through ESF.</p> <ul style="list-style-type: none"> Tenure file status HI set manually at time of issuance. Harvest Authorization and Cut Block initial PE – Pending Electronic status set automatically to indicate submission through ESF. Appraisal and cruise detail entered in ECAS. 			
2	<p>Harvest with No CP Application reviewed, conflicts resolved, and Exhibit A cleared.</p> <ul style="list-style-type: none"> Harvest Authorization status moves to PI-Pending Issuance automatically with Exhibit A clearance. Cut Block status remains at PE-Pending Electronic. 			
3	<p>Harvest with No CP Application approved by District Manager or authorized designate.</p> <ul style="list-style-type: none"> Resource clerk prepares documents. District Manager or authorized designate signs. All mandatory data is entered in FTA and application is approved in FTA. When the Harvest Authorization is approved in FTA its status changes to HI – Issued. When the Harvest Authorization status is HI, all associated Cut Blocks automatically change to HB – Logging Approved. 			
4	<p>Harvesting Activities completed.</p> <ul style="list-style-type: none"> Automated status change on Cut Block(s) to LC – Logging Complete by the submission of a disturbance report (Form B) to RESULTS or by MoFR submitting an Inspection Report on the Cut Block(s) to CIMS. 			



FTA Participant Guide –



FSJP Module

Topic 6: Associating Clients

In this topic, you will learn how to:

- Associate Clients.

Associating Clients

The **FTA920-Associated Clients** page allows users to access the repository of all clients doing business with the MoFR whom exist in the Client Management System. On this page, you can add, view, modify, or delete client information associated at the following levels:

- **File (Tenure)** – you must leave the Harvest Authorization/Cutting Permit and Cut Block fields blank.
- **Harvest Authorization/Cutting Permit** – for Harvest Authorizations enter the Harvest Authorization ID.
- **Cut block** – you must enter the File, Harvest Authorization/Cutting Permit, and Cut Block.



The client must exist in MoFR's **Client Management System** before it can be added to FTA. The Client Management System is another web-based computer system. This guide does **not** include information regarding how to use this system. If you require additional assistance, please contact your supervisor.

Navigating to the FTA920-Associated Clients Page

Click the **Assc. Client** tab to navigate to the **FTA920-Associated Clients** page. This tab is visible when you are on any of the other Tenure tabs. If you are **not** on a Tenure tab, you must first select **Tenure** from the Tenure menu.



Understanding the FTA920-Associated Clients Page Layout

The **FTA920-Associated Clients** page is made up of two sections which are completed by staff.

Section 1 – Find the Tenure, Harvest Authorization or Cut Block

The first section is used to display the File (Tenure), Harvest Authorization or Cut Block that you wish to work with. This section also displays details about the File.

- If you are navigating to this tab from another **Tenure** tab, where you have been working with the Tenure, Harvest Authorization, and Cut Block, this section will already be populated with these items.
- If you navigate directly to this page, you must enter the Tenure Number in the **File** field. You may also enter the following optional fields:
 - o **CP/HVA ID field:** if you wish to examine and/or modify clients associated at the Harvest Authorization level. Note: You must also enter the Tenure Number in the **File** field.
 - o **Cut Block field:** if you wish to examine and/or modify clients associated at the Cut Block level. Note: You must also enter the Tenure Number in the **File** field and the Harvest Authorization ID in the **CP/HVA ID** field.
- Clicking the **Go** button will ensure that the results displayed in Section 2 of the page correspond with the criteria entered in Section 1 of the page.

FTA920 - Associated Clients

File:	<input type="text" value="A18151"/>	<input type="button" value="Go"/>	Type:	A01 - Forest Licence	Admin Org:	RNI - Northern Interior Forest Region
CP/HVA ID:	<input type="text"/>		File Status:	HI - Issued	As of:	2007-05-28
Cut Block:	<input type="text"/>		Award Date:	1982-11-01	Expiry Date:	2013-11-30
			Licensee:	00001271 07 CANADIAN FOREST PRODUCTS LTD.		

Section 2 – Associate Clients

The next section of the **FTA920-Associated Clients** page allows you to associate additional clients or modify existing clients for the Tenure, Harvest Authorization, and/or Cut Block.

CP/HVA ID	Block	Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date	1 rows returned
		<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
		00001271 07	CANADIAN FOREST PRODUCTS LTD.	A - Licensee			<input type="button" value="Update"/> <input type="button" value="Delete"/>

Steps to Follow

There are certain steps staff should follow to use the **FTA920-Associated Clients** page. These are outlined below:

1

Use the top portion of the page to display clients associated with the File, Harvest Authorization, and Cut Block.

2

Click the **Go** button.

- A list of clients associated with the criteria entered in #1 is displayed.

3

To add a client, enter the following information in Section 2 of the **FTA920-Associated Clients** page.

- **Client Number.** Note that you **cannot** enter the same client more than once.
- **Client Type.** There must be one **A – Licensee** client. This is the primary client. This may be a licensee, Operations Division, or BCTS. The following additional Client Types are sometimes used for Harvest Authorizations:
 - o L – Licensee Operating Division
 - o S – Appraisals and Billing Mail
- **Licensee Start Date.** This is the date the licensee became associated with the Tenure, Harvest Authorization, or Cut Block.
- The **Licensee End Date** does **not** need to be entered at this time. This is the date the licensee is no longer associated with the Tenure, Harvest Authorization, or Cut Block.

4

Remember to click the **Save** button to save your work.

- The client you have entered displays as a row in the bottom portion of the page.
 - o If you wish to modify information about this client, click the corresponding row's **Update** button. You may now edit the details.
 - o If you wish to delete the client, click the corresponding row's **Delete** button. See the **Deleting a Client** tip below.



Helpful Hints:

- If you are retrieving an existing record which has a client type of "A" or "C" the client number and client type cannot be modified.
- If a **Main Licensee** is added and one already exists, the **Current Main Licensee** record will have its type set to "C". This record is now the **Previous Main Licensee**.

Sample Page: FTA920-Associated Clients

FTA920 - Associated Clients

File:

A18151

Go

Type:

A01 - Forest Licence

Admin Org:

RNI - Northern Interior Forest Region

CP/HVA ID:

File Status:

HI - Issued

As of:

2007-05-28

Cut Block:

Award Date:

1982-11-01

Expiry Date:

2013-11-30

Licensee:

00001271 07 CANADIAN FOREST PRODUCTS LTD.

Back To Search

CP/HVA ID	Block	Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date	
							1 rows returned
							<div><div></div><div>*</div></div> <div><div></div><div></div><div>*</div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div>Save</div> <div>Cancel</div>
		00001271 07	CANADIAN FOREST PRODUCTS LTD.	A - Licensee			<div>Update</div> <div>Delete</div>

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Topic 7: Wrap-Up

In this topic, you will understand;

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

The Learning Objectives Achieved

You have completed the **FTA Participant Guide – FSJP Module**. You should now, understand, at a high level, the intent of the FSJP Pilot. You should also understand responsibilities including those of the licensee, BCTS and district with respect to Harvest Authorization management. You should be able to explain the Harvest Authorization lifecycle and the various statuses used in FTA during this lifecycle. You should also understand the data interconnections with RESULTS and CIMS.

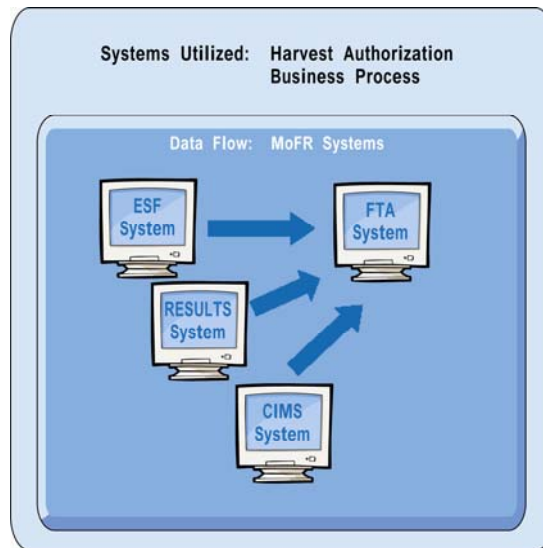
In addition, you should be able to complete the following tasks in FTA:

- Submit a Harvest Authorization.
- Clear a Harvest Authorization.
- Approve or reject a Harvest Authorization.
- Generate the Harvest Authorization Approval Letter.
- Work with the Harvest Authorization.
- Assign Timber Marks to Cut Blocks.
- Work with Cut Blocks.
- Associate clients with the File, Harvest Authorization and/or Cut Blocks.

The Data Flow

The following image explains the various systems utilized during FSJP Tenure related activities as follows:

- The Harvest Authorization is submitted to FTA via ESF.
- Cut block details are automatically displayed on the **FTA904-Cut Block Details** page based on data in the RESULTS System.
- The Disturbance Report (Form B) is submitted to RESULTS. This changes the Cut Block Status in FTA to LC (Logging Complete).
- MoFR submits an Inspection Report on the Cut Block to CIMS. This changes the Cut Block Status in FTA to LC (Logging Complete).
- The Licensee/BCTS has declared obligations are met on a Cut Block, as reported through RESULTS. This changes the Cut Block Status in FTA to S (Silviculture).



Other Resources Available

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

- **FTA Training Materials FTP Website** – this site includes the Participant Guides & Training Materials for other training modules. Visit the site at:
http://www.for.gov.bc.ca/ftp/his/external/publish/OnLineClassroom/FTA_ESF/
- **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.
- **Business Application Support Center** – available by calling 250-387-8888 or emailing: FORHISP.APPHELP@gov.bc.ca
 - o Please place the text "FTA" in the subject line of the email.
- **Ministry of Forests and Range Learning Store:**
<http://www.learningstore.com/bcmof>
- If you require assistance understanding the data interconnections with RESULTS or CIMS, or how to use these applications, then you should discuss this with your supervisor.