

Ministry of Forests and Range



FTA Training

Participant Guide

Range Tenure Management Module

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FTA Participant Guide –



Range Tenure Management Module

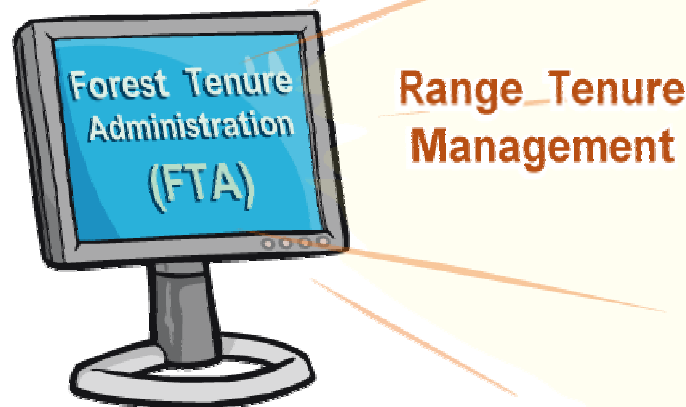
About this Guide

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 **Range Tenure Management Training Session**. It is meant to be used to assist participants during the online classroom session. Participants may also find this guide to be useful as a future support tool while using the Range Tenure Management functions of the Forest Tenure Administration System (FTA).



In this guide, the term “**Range Tenure(s)**” is used in place of the term “**Range Agreement(s)**”. This is also the term that has been used within the FTA Application.

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

Who is this guide intended for?

The audience for this guide includes district, regional, and headquarters staff that is responsible for issuing, processing, and administering Range Tenures in FTA.

How is this guide structured?

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

Topics	Learning Objectives
Topic 1: Understanding The Range Tenure Process	In this topic, you will understand: <ul style="list-style-type: none"> • What type of Range Tenures are recorded in FTA, and • How Range Tenure information is recorded.
Topic 2: Understand Replacements	In this topic, you will learn how to: <ul style="list-style-type: none"> • Decide on a data storage option for Replacement Tenures; and, • Record a Replacement in FTA.
Topic 3: Processing the Paperwork	In this topic, you will learn: <ul style="list-style-type: none"> • About the paperwork process; • How to obtain a Range Tenure Number from FTA; and, • About the role of LIM Staff.
Topic 4: Clearing the Range Tenure	In this topic, you will learn how to: <ul style="list-style-type: none"> • Clear a Range Tenure (including Exhibit A); • Explore the Tenure tab; and, • Explore the Tenure Application Tab.
Topic 5: Adding Clients, Files & Notes	In this topic, you will understand how to: <ul style="list-style-type: none"> • Add an Associated Client; • Add an Associated File; • Add Notes.
Topic 6: Process a Grazing Licence or Permit	In this topic, you will learn how to: <ul style="list-style-type: none"> • Add a Grazing Rotation; and, • Copy a Rotation.
Topic 7: Process a Haycutting Licence or Permit	In this topic, you will learn how to: <ul style="list-style-type: none"> • Add a Haycutting Rotation; and • Copy a Rotation.
Topic 8: Range Administrative Functions	In this topic, you will learn how to: <ul style="list-style-type: none"> • Maintain Range Units and Pastures; • Archive Range Tenures; and, • Retire Range Tenures.
Topic 9: 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 Range Tenure Management functionality of FTA. If you require field level definitions, you should refer to the comprehensive FTA Online Help Guide. You can access the Online Help Guide from FTA by clicking the **help** link in the upper right corner of each screen.

It is important to remember that the Online 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.



The guide does not cover Range Billing in FTA. This is covered in **Module 3.2 – Range Billing in FTA**.

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.

Terms in this guide

The term LIM Operators has been used in this guide. Please note that since this guides creation, the Ministry of Forests and Range now refer to staff in this role as Geomatics Staff.

FTA Participant Guide –



Range Tenure Management Module

Topic 1: Understanding the Range Tenure Process

In this topic, you will understand:

- What type of Range Tenures are recorded in FTA; and
- How Range Tenure information is recorded.

Understanding Range Tenures

What is a Range Tenure?

In BC, the Crown retains title to public land. Through a *Range Act* Agreement described in this document as a Range Tenure, the crown awards specific rights to use this land and its forage resources. Range Tenures are awarded to ranchers requiring access to grazing or hay cutting locations within BC. These Tenures are issued and managed at a district level. Each district uses a common web-based computer application, known as the Forest Tenures Administration System (FTA) to record Tenure information.

Which Range Tenures are recorded in FTA?

The following types of Range Tenures are recorded in FTA:

- E01 - Grazing License
- E02 - Grazing Permit
- E03 - Non-Replaceable Grazing Permit
- H01 - Haycutting License
- H02 - Haycutting Permit
- H03 - Non-Replaceable Haycutting Permit

Each of these Tenure types is recorded in a very similar process through FTA. Therefore, this guide will explain the generic process of recording Range Tenure data and will highlight important differences between these Tenure types when required.



For additional information on the various Range Tenure types, you should examine the ***Range Act***.



When you are using FTA, you may notice that the **Tenure Search** page includes the following additional three listings in the **Tenure** field:

- I01 - Stock Range;
- I02 - Range Unit; and,
- I03 - Ranch Base.

These have been included so that you may search on historical data in FTA. You may **not** add these data types to FTA. Note: the above are not actually Tenure types.

Who Issues the Range Tenure?

Range Tenures are issued at the district level. Each district is responsible for ensuring effective management of these Tenures. Staff involved in the management process varies by district and includes various roles. (Examples of staff include Range Staff, Range Technicians, Agrologists, Resource Clerks, and LIM Staff.)

The Range Tenure Issuance Process

Each district is responsible for issuing and managing Range Tenures specific to that district. A Range Tenure Number can be generated either by:

- Submitting the file containing the Range Tenure Application via ESF to FTA.
- Adding the Range Tenure Application into FTA via the **FTA010-Add Tenure** page.
Note: In this case, the application is subsequently submitted via ESF.

The Range Tenure Number is useful for tracking any activities on that Tenure. The roles and actions of the Range Tenure issuance process are described in the table below. The table also references the file status at each stage.

Roles	Actions
Complete Paper Work: District Range Staff	<ul style="list-style-type: none"> • The process of administering Range Tenures begins when a district: <ul style="list-style-type: none"> o advertises a vacancy for grazing or haycutting activities; o prepares to direct award a Tenure; or, o prepares to replace an existing Tenure. Replacements are discussed in the next topic. • District staff are now responsible for completing appropriate documentation and paperwork.
<i>Optional</i> Add Range Tenure to FTA via the FTA010-Add New Tenure page: District Range Staff	<ul style="list-style-type: none"> • If staff require the Range Tenure Number immediately, they may add the Tenure via the FTA010-Add New Tenure page. The number is automatically generated. Staff must use this number in their subsequent submission via ESF.
Tenure File Status = PA	
Upload File to ESF: District LIM Staff	<ul style="list-style-type: none"> • LIM Staff are responsible for creating the Exhibit A Map for the Range Tenure. This is completed based on the paperwork provided by the district staff member responsible for the Tenure. • LIM Staff upload the XML/GML file via ESF. <ul style="list-style-type: none"> o The Range Tenure Number may be automatically generated through this process. o The Range Tenure Number may be generated by the District Range Staff by creating a new agreement prior to submitting paperwork to the district LIM Staff (see optional step above). • LIM Staff or District Range Staff may be responsible for resolving any conflicts which may arise on a Tenure. Conflicts are resolved via a process known as adjudication. Adjudication occurs when there are two conflicting/competing rights on the same geographic area. LIM staff may require MoAL staff to make an official decision about a problem or dispute if they are unable to resolve it. LIM staff will then implement the decision.
Tenure File Status = PE	

Topic 1: Understanding the Range Tenure Process

Roles	Actions
Clear File in FTA: District LIM Staff	<ul style="list-style-type: none">• The district LIM staff member responsible for the Tenure must frequently check their "Inbox" in FTA for the Tenure.• Once received, district LIM staff must complete the clearance process.
Tenure File Status = P	
Approve or Reject File in FTA: District Range Staff	<ul style="list-style-type: none">• The district staff member may now approve or reject the Tenure.• Once approved, the Tenure will no longer appear in the "Inbox". District staff is now responsible for updating and maintaining the Tenure in FTA.
Tenure File Status = A	



When new Tenure data is uploaded via ESF, a primary client is attached. This client must already exist in the CLIENT System or an error will be generated in ESF.

A **District Manager** Client Number for the appropriate district may be used as the associated client in the ESF Submission Process. The District Manager number may be used temporarily until the actual client has been entered in the CLIENT System. A list of District Manager and Regional Manager Client Numbers is included in **Appendix A** of this guide.

If using a District Manager Client Number, use the **Notes** function to capture the actual Client Number which you must input after the Tenure is cleared but prior to the Tenure being approved. Notes will be discussed later in this guide.

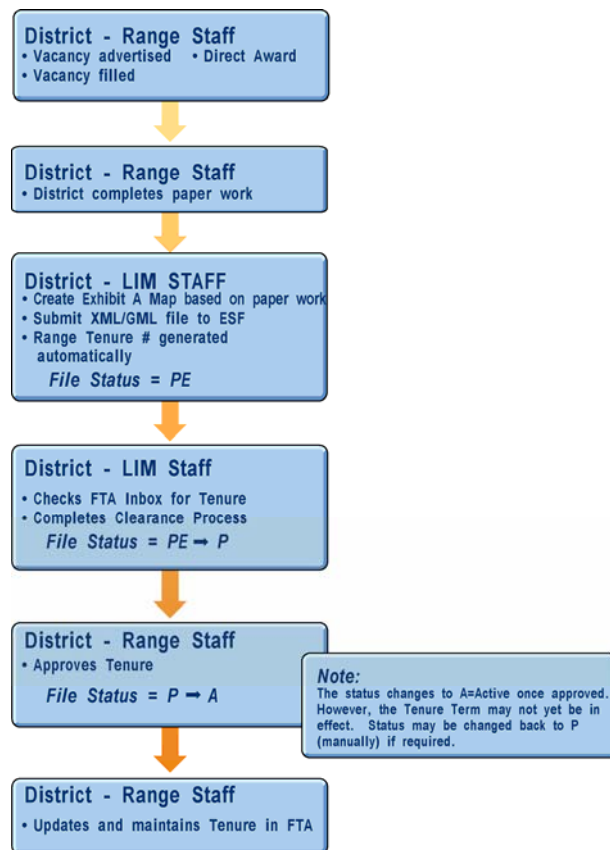


The FTA Application automatically changes the status of the file from "**P-Pending**" to "**A-Active**" once the file is approved. However, it is important to note that a file may not yet be in effect. (For example, the Tenure Number may be produced and issued in May but may not come into effect until the following January.) Therefore, the status should be manually changed back to "**P**" until the Tenure is in effect. At this point, the status can manually be changed to "**A**".

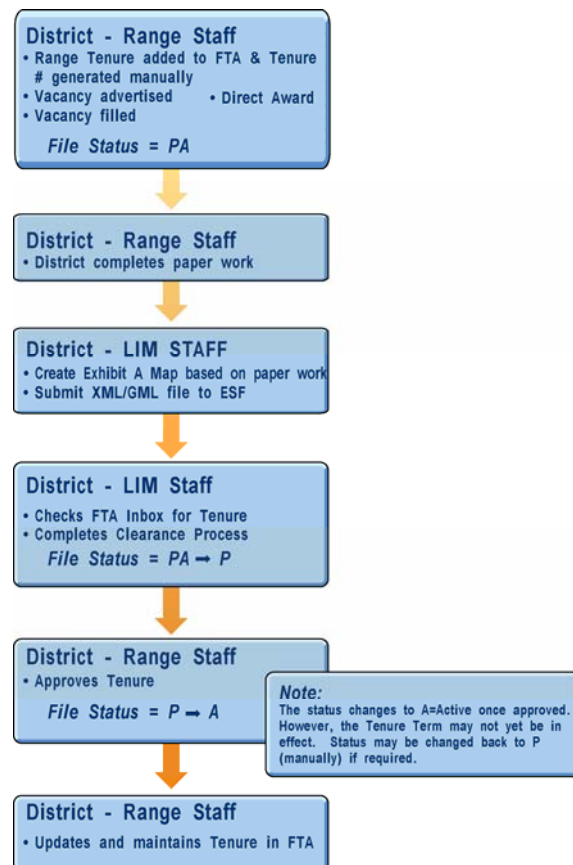
The following images depict the two processes which may be used to issue a new Range Tenure.

Topic 1: Understanding the Range Tenure Process

Range Tenure Number Generated via ESF

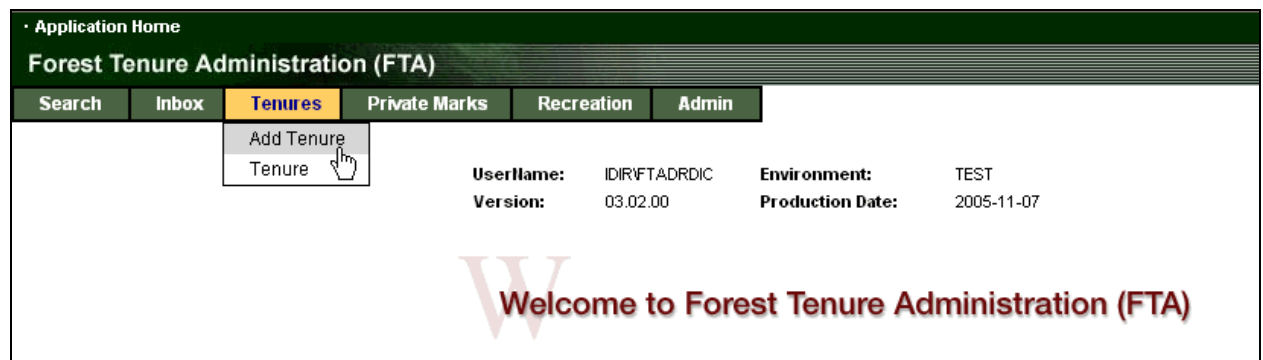


Range Tenure Number Generated via FTA



Navigating to the Add New Tenure Page

If you are generating the Range Tenure Number via FTA, you must use the **FTA 010-Add New Tenure** page. Locate this page by navigating to the **Tenures** menu, and selecting **Add Tenure**.



Understanding the Add Tenure & Tenure Details Page Layouts

The **FTA010-Add Tenure** page and the **FTA100-Tenure** page work together to allow a Tenure number to be generated.

Add Tenure Page

The first part of the page requires you to select the type of Tenure you are adding.

FTA010 - Add New Tenure

File Type: *

B04/A18:
If you are issuing a Forestry Licence To Cut for First Nations that provides for CP(s) use A18 Forestry Licence To Cut With CPs instead of the B04. The B04 file type does not provide for CP(s).

B07/B07C:
Use the B07C to create Forestry Licence to Cut files that do not require spatial or are cash sales. If you have a cash sale that requires spatial create as a B07C, change it to HI status and then submit the spatial as an amendment. Currently cash sales cannot be submitted through ESF as it does not handle cash sales.

District Steps to Follow – Generate Tenure Number using FTA

Adding a Range Tenure may be completed by District Range or LIM Staff depending on each district's processing preference and whether the appropriate authority has been granted to the user.

There are certain steps staff should follow to use this page. These are outlined below:

- 1 Select the **File Type** from the drop list on the **FTA010-Add New Tenure** page.
- 2 Click the **Add New** button.
 - The FTA100-Tenure page displays.
- 3 Examine the **FTA100-Tenure** page. As a district user, you will note that all mandatory fields have been automatically populated.
 - Mandatory fields are marked with a *.
- 4 Click the **Save** button to save the data you have entered.
 - You will receive a message stating that only a limited set of data is available for update until the application has been submitted electronically.
 - You will receive an additional message confirming that the save was successful.
- 5 Notice that the **Range Tenure Number** is generated.
 - This number is sequentially assigned by FTA.
 - All Range Tenures start with the letters "RAN" and are followed by six digits.
- 6 If you wish to add an additional Tenure, you can click the **Add New** button on this page or you can navigate back to the **FTA010-Add New Tenure** page from the Tenures Menu.

Topic 1: Understanding the Range Tenure Process



Helpful Hints:

When discussing Range Tenures the term **Tenure Number** and **RAN Number** are used interchangeably.

Sample Page – FTA100-Tenure Page

• **NOTE:** Because this file was created for the IICOSADA translator tool only a limited set of data is available for update. Once an application has been submitted electronically then all applicable fields will be made available.

• **Save successful.**

FTA100 - Tenure

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

File: **Status:** * **As of:** *

Type: * **Admin Org:** *

Permittee: **District:** * **Sec. Licensee? N**

Mgmt Unit: * AGRICULTURAL LAND RESERVE

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

[Preview Invoice](#)



Notice the note at the top of the page. This confirms that the save was successful. It also explains that updates to the file are limited until the ESF Submission is successful.

Working with the Status Field

It is important to note the **Status** field on the **FTA100-Tenure** page. The status of a file reflects its state in FTA and its progression through the business cycle. Some status changes are automatic, while others must be manually completed by the user. The next topic discusses Status Codes.

Topic 1: Understanding the Range Tenure Process

Understanding the Status of a Range Tenure

A Range Tenure always has a status assigned to it in FTA. You will notice that the status of a **Range Tenure** is discussed throughout this guide. The following table will help you understand each status:

Status Code	Code Meaning	Important Notes
PA	Pending Application	Generation of Range Tenure Number via FTA.
PE	Pending Electronic	Submission of Range Tenure via ESF has been successful and the Tenure number is generated via ESF. The Range Tenure is in the Inbox or still being processed. If the Tenure is not in the Inbox, the status will be "Lobby" on the Tenure Appl Tab.
P	Pending	Range Tenure Exhibit A has been cleared prior to the term of the agreement.
PP	Proposed	Obsolete. In FTA for historical purposes only.
PR	Pending Review	Obsolete. In FTA for historical purposes only.
A	Active	Used during the term of the agreement.
AN	Active – Map Notation	This code is under review by the FTA Development Team.
AS	Active – Suspended	The range agreement has been suspended under the <i>Range Act</i> .
AY	Active – Abeyance	This code is under review by the FTA Development Team.
I	Inactive	This code is under review by the FTA Development Team.
IC	Inactive – Completed	This code is under review by the FTA Development Team.
ID	Inactive – Closed (Deactivated)	This code is under review by the FTA Development Team.
AR	Archived	Range Tenure has been Archived in FTA.
AT	Archived – Transferred	This code is under review by the FTA Development Team.
CA	Cancelled	A file in PA status may be changed to CA.
CL	Clearance	This code is under review by the FTA Development Team.
D	Disallowed	This code is under review by the FTA Development Team.
NC	No Clearance or Designation	This code is under review by the FTA Development Team.
SU	Suspended	This code is under review by the FTA Development Team.
EE	Entered in Error	Use this status when the Tenure has been entered in error due to miscommunication or if the Tenure was entered prematurely in PA or P status from a long time ago and is no longer required. Once this status is used, you can not modify the status of the Tenure again. You will be unable to retire the Tenure. Therefore, if your Tenure has spatial data associated with it you should follow this process:

Topic 1: Understanding the Range Tenure Process

Status Code	Code Meaning	Important Notes
		<ul style="list-style-type: none">• First, archive the Tenure• Second, retire the Tenure (this retires the spatial component).• Finally, set the Tenure status to EE.



Rejecting a Tenure

If a Range Tenure is **rejected** then the status of the Tenure will change from **P** back to **PA**.

Understanding the Status of a Range Unit/Pasture

A Range Unit/Pasture also has a status assigned to it. The status is applied at the Range Unit level. You will notice that the status of a **Range Unit/Pasture** is discussed throughout this guide. However, the following table will help you understand each status:

Status Code	Code Meaning	Important Notes
P	Pending	This code is under review by the FTA Development Team.
PP	Proposed	This code is under review by the FTA Development Team.
PR	Pending Review	This code is under review by the FTA Development Team.
A	Active	The Range Unit/Pasture is active.
AN	Active – Map Notation	This code is under review by the FTA Development Team.
I	Inactive	This code is under review by the FTA Development Team.
IC	Inactive – Completed	This code is under review by the FTA Development Team.
ID	Inactive – Closed (Deactivated)	This code is under review by the FTA Development Team.
AR	Archived	The Range Unit/Pasture is not used anymore.
AT	Archived – Transferred	This code is under review by the FTA Development Team.
CA	Cancelled	This code is under review by the FTA Development Team.
CL	Clearance	This code is under review by the FTA Development Team.
NC	No Clearance or Designation	This code is under review by the FTA Development Team.
SU	Suspended	This code is under review by the FTA Development Team.
EE	Entered in Error	This code is under review by the FTA Development Team.

Understanding Spatial Amendments

A Range Tenure's existing spatial data may be amended, if required. To complete this, you must use the same Range Tenure Number (RAN Number) and upload a new spatial file via ESF. Once the file has been successfully approved, only the spatial information will be modified. **The attribute data will not be modified.**

It is important to note that you must include the following attribute data, for identification purposes, with your ESF Submission:

- Range Tenure:
 - o Application Purpose (note: This should be amendment);
 - o Application Description (note: This should be the original description);
 - o District Organizational Unit (note: This should be the original District Organizational Unit);
 - o Issue Date (note: This should be the Issue Date included in the original submission);
 - o Tenure (note: Use the existing RAN Number);
- Range Block:
 - o Block Application Purpose (note: this should be amendment); and,
 - o Range Block ID (note: this should be the same as the original submission).

FTA Participant Guide –



Range Tenure Management Module

Topic 2: Understand Replacements

In this topic, you will learn how to:

- Decide on a Replacement option; and,
- Process a Replacement in FTA.

Understanding Replacement Options

Range Tenures will eventually expire. When this occurs, the client may wish to replace the Tenure. This is known as a **Replacement**. There are two options available for the administration of a Replacement. These are:

- Option A—new Tenure number: issue a Tenure with a new Tenure number.
- Options B—retain existing number: issue a Tenure with the existing Tenure number.
Note: In this option, you are not adding a new spatial file.

These options are explored further in the **Replacement Process Flow** presented next.



If there is a Replacement that affects the work of LIM Staff you must notify the appropriate staff member.



Warning:

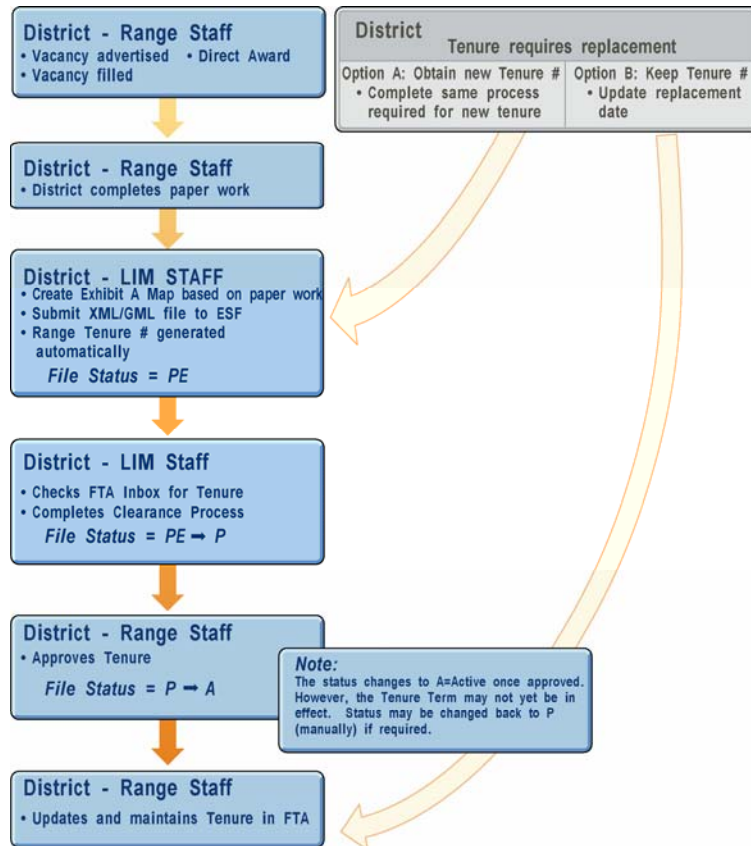
Do **not** wait until the tenure has expired before replacing it. A replacement licence must be offered on the eight year anniversary of a licence (if that licence is “replaceable”).

- Keep in mind that some licences and permits are **not** replaceable.
- Note that you should coordinate the replacement licence within the first sixth months of the eighth year.
- If the licence expires, then you will have to issue a new RAN Number.
- Refer to the **Range Act** for additional information.

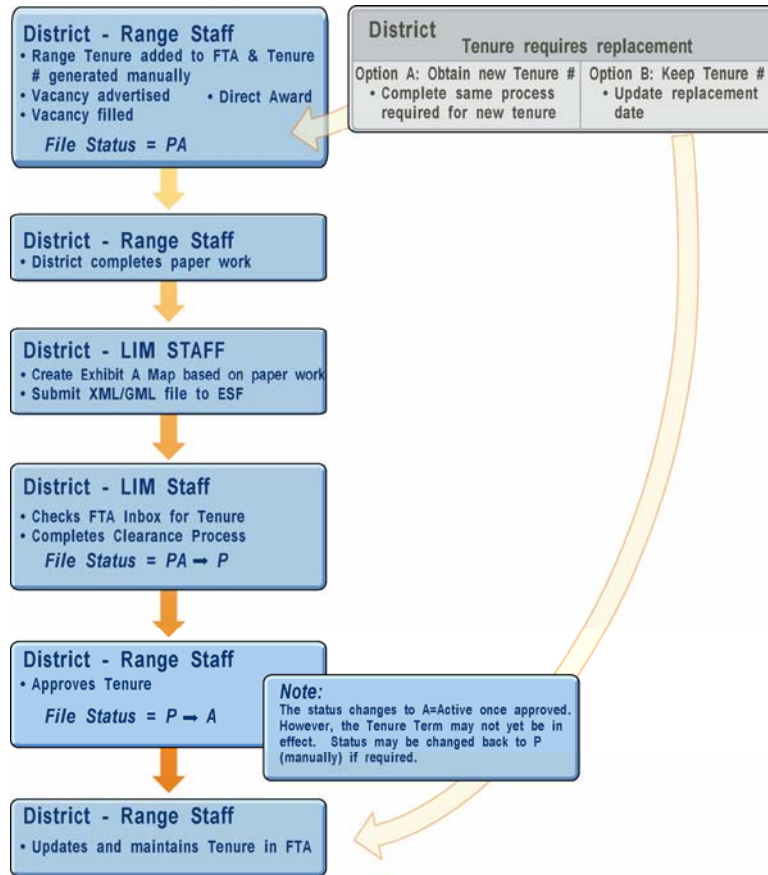
The Replacement Process Flow

The following image compares the various tasks involved in issuing a new Range Tenure with those of replacing a Range Tenure.

Replacement Process – Tenure Number Generated via ESF



Replacement Process – Tenure Number Generated via FTA



Processing a Replacement in FTA – New Tenure Number

If you have determined that the Replacement will have a new Tenure Number, then you must complete the same process you would if you were issuing a new Tenure. This is discussed in the next topic, **Topic 3: Processing the Paperwork**.

Processing a Replacement in FTA – Retain Tenure Number

If you have determined that the Replacement will retain the same Tenure Number then you must navigate to the **Tenure tab** and enter the new expiry in the **Extended Date** field.



Note the **Tenure Area** must be unchanged.

Billing Note – the Licensee will still need to be charged an Issuance Fee.



The field you are entering data into is the **Extended Date**. However, it is important to understand that you are **Replacing** the Tenure. You are **not** extending the Tenure. There is no statutory option for extending Range Agreements.



Entering data in the **Extended Date** field does not affect the **Expiry Date** field. The original Expiry Date will still remain in this field.

Navigating to the Tenure Details Page

To navigate to the **FTA100-Tenure Details** page, select **Tenure** from the **Tenure** tab.

Understanding the Tenure Details Page

The **FTA100-Tenure Details** page was discussed in the previous topic. When replacing a Tenure, you must navigate back to the page to enter the **Extended Date**.

Steps to Follow

Follow the steps below to enter the Extended Date:

- 1 Enter the **Range Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - The Tenure details are displayed.
- 3 Navigate to the **Extended Date** field and enter the date the Tenure will be replaced until. This is the new Expiry Date.
- 4 Navigate to the **Reason** field and select the reason for the Tenure Replacement.
 - Note that this reason is "P – Management Discretion".
- 5 Click the **Save** button. Note that the **Ext. Count** field is automatically increased by one each time the Extended Date is modified and saved.
 - The **Extended Count** field keeps track of the number of times the tenure has been extended. This field is used when you replace the tenure by retaining the same RAN Number and using the **Extended Date** field. If you are issuing a new RAN Number for a replacement then you will need to keep track of the Extended Count yourself outside of FTA.
 - The **Expiry Date** will continue to contain the original Expiry Date of the tenure.

Sample Page – Tenure Page & Extended Date

FTA100 - Tenure

File:	RAN075858  <input type="button" value="Go"/>	Status:	A - Active 	As of:	2005-11-22 
Type:	E01 - Grazing Licence 	Admin Org:	RCO - Coast Forest Region 	Note(s) Attached	
Permittee:	00046557 01 HANCOCK, THOMAS ROY		District:	DNI - North Island - Central C 	
Mgmt Unit:	U 01 	Arrow TSA		Sec. Licensee?	N
Award Date:	2005-01-01 	Term:	10 yr 0 mo	Expires:	2014-12-31 
Ext. Count:	1	Extended Date:	2015-12-31 	Reason:	P - Management Discretion 

Year: 2006

Non-Use: 40 Non-Billable + **TTL AUMS:** 116 - **PLD:** 0 = **Net Authorized:** 156

Maximum Livestock Number: Cattle: 100 Horses: 50 Sheep: 50 Other: 10

FTA Participant Guide –



Range Tenure Management Module

Topic 3: Processing the Paperwork

In this topic, you will learn:

- About the paperwork process;
- How to obtain a Range Tenure Number from FTA; and,
- About the role of LIM Staff.

The Paperwork Process

District Documentation

Districts are responsible for completing the necessary documentation for a Tenure. This documentation becomes critical to the LIM Staff who must ensure they are correctly creating the Exhibit A Map of the Tenure.

Documentation requirements are outlined in the **Range Act** and accompanying regulation. Many documents can be in a form which is acceptable to the District Manager. **Range Act** Tenures are standard throughout the province; however, other forms or authorizations may vary by district.

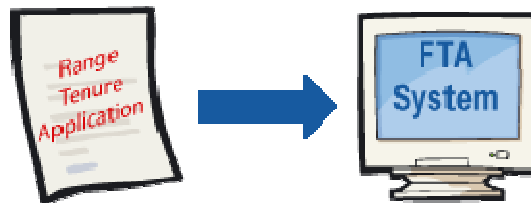
LIM Staff Documentation

The role of District LIM Staff varies from district to district. LIM Staff responsibilities may include the following:

- Creating the Exhibit A and submitting the Tenure Application to FTA.
- Map Reporting tasks for the Range Tenure in FTA and resolution of any map conflicts.
- Clearing the Range Tenure.
- Approving / Rejecting the Range Tenure.
- Liaising with district range staff.

Examining the Tenure in FTA

Recall that the Range Tenure Number may be automatically generated via the ESF process and eventually resides in the FTA System. The Range Tenure Number may also be generated by district range staff when a new Tenure is saved in FTA prior to submitting the Tenure data to LIM staff.



There are two pages in FTA that you may wish to examine the submission and Tenure details on:

- **FTA950-Tenure Application** page – this page contains details associated with the **ESF Submission (application)**. You may examine the feature types using this page. This page is very useful for examining the spatial files associated with the Tenure.
- **FTA100-Tenure Details** page - this page can be used to review the details of the **Tenure**. District users will notice that all the mandatory fields are automatically populated with data based on their user logon ID. Regional and Headquarter Users will be able to select the district they are working with.

Sample Tenure Application Page

Tenure Appl. is the tab you are currently on.

FTA950 - Tenure Application List

File: Type: Admin Org: st

CP: File Status: As of:

Award Date: Expiry Date:

Licensee:

1 row returned

ESF Submission				Tenure Application						
ID	Date	Org	ID	Status	Description	Purpose	Ex A Image			
34	2003-09-03	DNI	21	Approved	Description...	New	Y	<input type="button" value="Details"/>	<input type="button" value="Map View"/>	<input type="button" value="Adjudication Report"/>

Sample Tenure Page

Tenure is the tab you are currently on.

FTA100 - Tenure

File: Status: * As of: *

Type: * Admin Org: *

Permittee: District: * Sec. Licensee?

Mgmt Unit: * Zone: *

Award Date: * Term: yr mo Expires: *

Ext. Count: Extended Date: * Reason:

Year: 2006

Non-Use: 0 Non-Billable + TTL AUMS: 50 - PLD: 0 = Net Authorized: 50

Maximum Livestock Number: Cattle: 0 Horses: 0 Sheep: 0 Other: 0

This section will change depending on if the Tenure is a Grazing or Hay Cutting Tenure.



Helpful Hints:

The tabs shown at the top of the page allow you to efficiently navigate to other pages associated with the Tenure. Relevant range pages will be discussed later in this guide. The tab you are on is always shown in white.



Warning:

You will note that on the **FTA100-Tenure** page, the following fields display as mandatory as soon as you attempt to update data on this page:

- **Management Unit** – Use the **Search** button beside this field if you wish to locate a Management Unit. Most districts currently select TSA and search for the TSA number that the Range Tenure is located in. Note: If you added the tenure via the FTA010-Add Tenure page, the Management Unit is automatically entered based on the District Organizational Unit.
- **Zone** – Use this field to enter the Work Zone. If you have more than one Agrologist in your district, you may wish to divide work among Agrologists by entering 1, 2, 3, etc. or North, South, West, East, etc. in this field.

FTA Participant Guide –



Range Tenure Management Module

Topic 4: Clearing the Range Tenure

In this topic, you will learn how to:

- Clear a Range Tenure (including Exhibit A);
- Explore the Tenure tab; and,
- Explore the Tenure Application Tab.

Clear a Range Application & Exhibit A

All Range Tenures are initially displayed in FTA in the **Inbox**. Each Range Tenure has been submitted to the FTA Inbox via the Electronic Submission Framework (ESF).

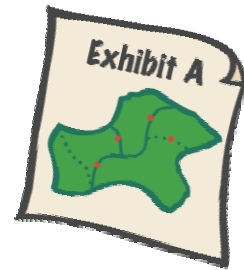


Recall that the ESF and FTA Inbox were discussed extensively during the FTA & ESF Overview Module (Module 1.1 of this training). If you have not completed this module it is highly recommended that you do so now.

Each Range Tenure will display as a separate row in the Inbox. Module 1.1 discussed how to navigate to the Inbox and the general layout of the Inbox.

Steps to Follow: Clear Application & Create Exhibit A

There are certain steps you should follow to use the Inbox when working with an application for a Range Feature Type. These steps are completed by district staff.



The following steps are usually completed by LIM Staff.

- 1 Select **Inbox** from the **Inbox** menu. The **FTA300-Inbox** page displays. Note the following:
 - The **Org Unit** defaults to your Organizational Unit.
 - The **Application Type** defaults to RNG – Range Tenures.
- 2 Use the filters in the top portion of the page to filter the Inbox data to meet your needs.
 - For example, if you know the specific **File ID** of the application you wish to work with, enter this in the **File ID** field.
- 3 Click the **Go** button. Files matching your filters are displayed in the bottom portion of the page.
- 4 Examine the **Currently Assigned** field. Recall that you may only work with files assigned to MoFR. This is shown by an active **FOR** button.
- 5 Verify if the file has been **cleared** already. If the **Clear** button is no longer active, the file has been cleared.
- 6 Verify that the **Exhibit A** exists. There must be a **Y** in the **Map** field.
 - You may click the **Y** to examine the Map.
- 7 Review any **Job Memos**. There will be a YES or a NO in the **Job Memo** field indicating whether or not any Job Memos exist.
- 8 Generate a **Map Report** and determine whether spatial conflicts exist. Complete this by clicking the **Adj Rpt** button.
 - Spatial components may be viewed using Map View. Click the **Map View** button to open Map View.
 - If conflicts exist and an official decision is required, assign the application to MoAL. Monitor the Inbox for the assignment to be returned to **FOR** and then perform Step 9.
- 9 If no conflicts are present, **Clear** the file by clicking the **Clear** button.



Once you click the **Clear** button, you are automatically navigated to the **Exhibit A Clearance** page.

- 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.
- Click the **Exhibit A Cleared** button to clear the Exhibit A. You will receive a message indicating the Exhibit A has been successfully cleared.



Clearing the Exhibit A automatically changes the Range Tenure file status to **Pending (P)**.



Once the Exhibit A has been Cleared, the 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.

Sample Data – FTA Inbox: Range Tenure

FTA300 Inbox

Org Unit:

DNI - North Island - Central C

Application Type:

RNG - Range Tenures

File Type:

Exclude BCTS:

No

Exclude SRM:

No

ESF Date From:

ESF Date To:

Sort By:

☒ ESF Date
☐ File ID
☐ Ex A Cleared
☐ Client Number

Go

File ID:

RAN075792

Client Number:

Ex A Cleared:

1 row returned

ESF Submission				Tenure Application				Exhibit A				BCTS							
Currently Assigned	Date	Org ID	File ID	File Type	ID	Type	Purpose	Client Number	Licensee	Cleared	Map	Job Memo	Org Unit						
FOR	2003-10-20	407	DNI RAN075792	E01 - Grazing Licence	309	RNG	New	00001274	CANADIAN FOREST PRODUCTS LTD.	N	Y	NO		Map Feature	Clear	APP	REJ	Adj Rpt	Map View

Sample Data – Exhibit A Clearance: Range Tenure

FTA302 - Exhibit A Clearance

ESF Date:	2003-10-20	ESF ID:	407
Tenure Application ID:	309		
Application Description:	Description...	Ex A Image:	Y
Client Number:	00001271 00	Licensee:	CANADIAN FOREST PRODUCTS LTD. 00

Object	Additional Action	Map Conflict	Additional Action Comments	Resolved
<div> Outstanding conflicts have now been resolved. Clear Exhibit A anytime after Jan 11 2006. </div>				

Approve or Reject a Range Submission

A submission which has been successfully cleared can now be approved. A submission may also be rejected if required.

Steps to Follow: Approve or Reject Submission

The steps to follow to **Approve** or **Reject** a submission are fairly simple. Both of these processes are explained below. This function is performed by district staff.

Approve the Range Submission - The following steps are usually completed by District Range Staff.

- Return to the **Inbox** and navigate to the submission which corresponds to the Exhibit A you just cleared in the steps above.
- Click the **APP** button.
- 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 submission.
 - Note that a default message appears. You may alter this, if you wish, by editing the text.
- An **Approve Successful** message is displayed.
 - You can no longer examine the submission in the Inbox.



Approving the submission automatically changes the status from **P (Pending)** to **A (Active)** in FTA. Note: If the Tenure is **not** yet in effect, you can manually change the status back to **P** until the effective date.

Return to the **Inbox** and navigate to the submission which corresponds to the Exhibit A you just Cleared in the steps above.

Return to the **Inbox** and navigate to the submission which corresponds to the Exhibit A you just Cleared in the steps above.

Click the **REJ** button.

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 Range Submission.
- Note that a default message appears. You may alter this if you wish by editing the text.

A **Reject Successful** message is displayed.

You can no longer examine the submission in the Inbox.



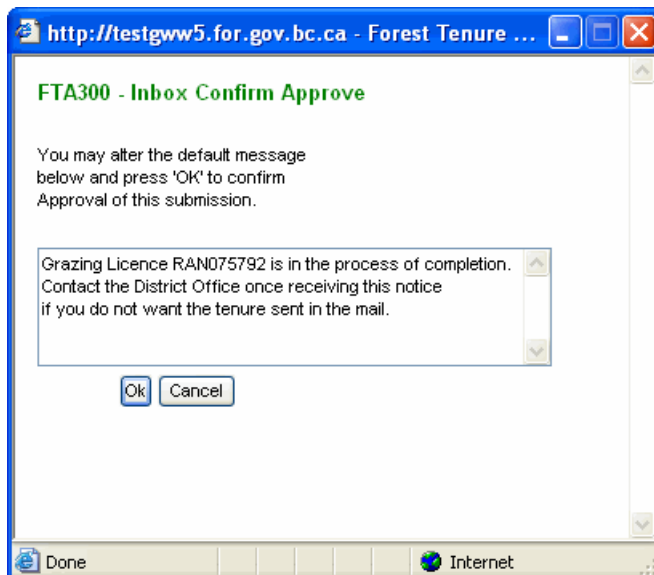
Rejecting the submission removes the Tenure from FTA. The Tenure will display in ESF with a status of **rejected**.

Sample Data – FTA Inbox: Cleared Exhibit A

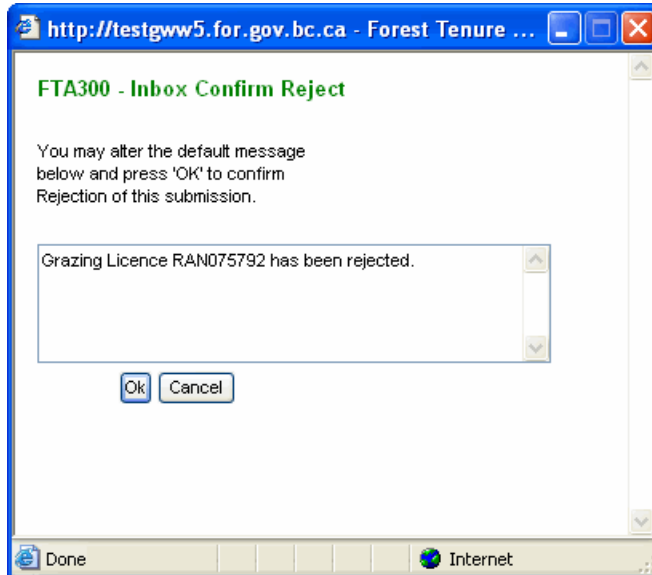
1 row returned

ESF Submission				Tenure Application			Exhibit A			BCTS											
Currently Assigned	Date	Org ID	Unit File ID	File Type	ID	Type	Purpose	Client Number	Licensee	Cleared	Map	Memo	Org Unit								
FOR	2003-10-20	407	DNI	RAN075792	E01 -	Grazing	Licence	309	RNG	New	00001271	CANADIAN FOREST PRODUCTS LTD.	Y	Y	NO	Map Feature	Unclear	APP	REJ	Adj Rpt	Map View

Sample Data – FTA Inbox: Approve Range Submission



Sample Data – FTA Inbox: Reject Range Submission



Explore the Tenure Application Tab

The **FTA950-Tenure Application** page allows users to view attribute and spatial data which were electronically submitted into FTA.



A single electronic submission can contain multiple applications. This page allows you to view the submission details of a single feature type.

Navigating to the Tenure Application Tab

Click the **Tenure Appl.** tab to navigate to the **FTA950-Tenure Application List** 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.



Click the **Tenure Appl.** tab.

Understanding the Tenure Application List Page Layout

The **FTA950-Tenure Application List** page is made up of two sections. These sections allow a user to:

- View Tenure Application attributes.
- View Tenure Application spatial data.
- Access Map View for the web.
- Examine the Adjudication Status Report.

Section 1 – Find the Range Tenure

The first section of the **FTA950-Tenure Application List** page is used to display the Tenure Number of the application that you wish to work with.

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

FTA950 - Tenure Application List			
File:	<input type="text" value="RAN075858"/>	<input type="button" value="Go"/>	Type: E01 - Grazing Licence
CP:	<input type="text"/>	File Status: A - Active	Admin Org: DNI - North Island - Central Coast Forest District
		Award Date: 2005-01-01	As of: 2005-11-22
		Licensee: 00103807 00 HANCOCK JR., THOMAS ROY	Expiry Date: 2014-12-31

Section 2 – Range Tenure Details

The next section of the **FTA950-Tenure Application List** page allows you to examine the electronic submission details, the map, and the Map Report.

<u>ESF Submission</u>							<u>Tenure Application</u>		
ID	Date	Org	ID	Status	Description	Purpose	Ex A Image		
12061	2005-09-08	DNI	16566	Approved	For an E01	New	Y	<input type="button" value="Details"/>	<input type="button" value="Map View"/>
								<input type="button" value="Adjudication Report"/>	

Steps to Follow

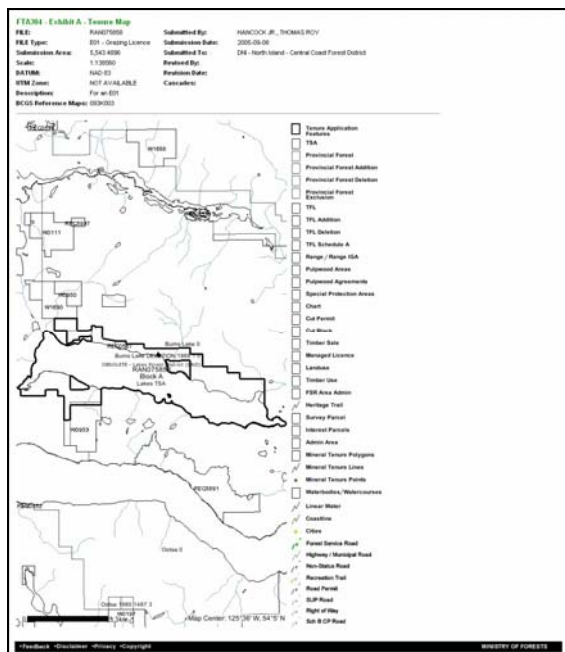
There are certain steps staff should follow to use the **FTA950-Tenure Application List** page. These are outlined below:

- 1 Enter the **Range Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - Section 2 of the **FTA950-Tenure Application List** page displays the ESF Submission details.
- 3 If you wish to examine:
 - The **Exhibit A** click the **Y** in the Exhibit A column. This will display the **FTA304-Exhibit A-Tenure Map** page in a new browser window.
 - Additional details, click the **Details** button. The **FTA952-Tenure Application Detail** page is displayed.
 - A map of the Tenure, click the **Map View** button. The Map View for the web application is launched in a new browser window. The Tenure is displayed.
 - The Map Report, click the **Adjudication Report** button. The report opens in Adobe Acrobat PDF format.



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

Sample FTA304-Exhibit A-Tenure Map Page



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Range Tenure Management Module

Topic 5: Adding Clients, Files & Notes

In this topic, you will understand how to:

- Add an Associated Client;
- Add an Associated File; and,
- Add Notes.

Add an Associated Client

Range Tenures may have multiple clients. The primary client will be automatically displayed in FTA as it is included in the original ESF submission.

An example of a Tenure with multiple clients would be a husband and wife whom are both registered owners of the range and are both awarded the Tenure. Each would need to be recorded as a client. Other examples include partnerships or multiple family member control of an agreement.

A husband and wife may be entered in CLIENT as one client or two. This is dependent on their relationship with the Crown.



The client must exist in MoFR's **CLIENT System** before it can be added to FTA. The CLIENT 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.



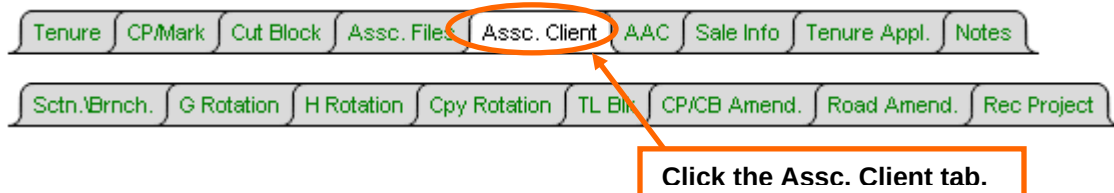
Warning:

If you have added the Range Tenure via the **FTA010-Add Tenure** page, and are waiting for processing and approval of the corresponding ESF Submission, you may track any important details about the tenure on the **FTA970-Forest Notes** page. The **FTA970-Forest Notes** page is discussed later in this topic.

For example, you can add a note which includes your Client Name. Once the ESF Submission is completed and your tenure is approved, then you may use the **FTA920-Associated Clients** page and add/modify clients as you wish according to the instructions below. Remember, your primary client is always included in your ESF Submission.

Navigating to the 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 Associated Clients Page Layout

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

Section 1 – Find the Range Tenure

The first section is used to display the Tenure Number that you wish to work with.

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

FTA920 - Associated Clients

File:	<input type="text" value="RAN075545"/>		Type:	E01 - Grazing Licence	Admin Org:	DMH - 100 Mile House Forest District
CP:	<input type="text"/>		File Status:	A - Active	As of:	2003-01-21
Cut Block:	<input type="text"/>		Award Date:	2003-01-01	Expiry Date:	2012-12-31
			Licensee:	00029467 01 NICKEL, RUDY		

Section 2 – Associate Clients

The next section of the **FTA920-Associated Clients** page allows you to associate additional clients to the Range Tenure.

Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="text"/> * </div> <div> <input type="text"/> * </div> <div> <input type="text"/> </div> <div> <input type="text"/> </div> <div> <input type="button" value="Save"/> </div> <div> <input type="button" value="Cancel"/> </div> </div>					
00029467 01	NICKEL, RUDY	A - Licensee	2003-01-01		<input type="button" value="Update"/> <input type="button" value="Delete"/>
00045054 00	NICKEL, MARYLYNNE B - Joint Venture/Partner FAYE		2003-01-01		<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 Enter the **Range Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - A list of clients associated with the Range Tenure 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 can not enter the same client more than once.
 - **Client Type.** There must be one "A – Licensee" client.
 - **Licensee Start Date.** This is the date the licensee became associated with the Range Tenure.
 - 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 Range Tenure.
- 4 Remember to click the **Save** button to save your work.

Topic 5: Adding Clients, Files & Notes

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

Deleting a Client:

A client may be deleted if it is a "C" Client (Previous Main Licensee). The user deleting the client must have "Senior Administration" authority.



Warning – Multiple Clients Associated with an Agreement

If you have a Joint Venture client relationship, the **A (Licensee) Client** must have a location code other than "00". Recall that the Client Number is set in the CLIENT System. You can **not** modify the Client Number in FTA.

Sample Data – Assc. Client

FTA920 - Associated Clients

File:
Type: E01 - Grazing Licence
 Admin Org: DMH - 100 Mile House Forest District

CP:
File Status: A - Active
 As of: 2003-01-21

Cut Block:
Award Date: 2003-01-01
 Expiry Date: 2012-12-31

Licensee: 00029467 01 NICKEL, RUDY

Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date	
2 rows returned					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
00029467 01	NICKEL, RUDY	A - Licensee	2003-01-01		<input type="button" value="Update"/> <input type="button" value="Delete"/>
00045054 00	NICKEL, MARYLYNNE B - Joint Venture/Partner FAYE		2003-01-01		<input type="button" value="Update"/> <input type="button" value="Delete"/>

Add an Associated File

There may be circumstances in which you wish to associate the Range Tenure in FTA with one or more files. For example:

- A single client may have more than one Tenure and you may wish to associate these.
- Two Tenures may overlap and you may wish to associate these

Spatial files are also available to examine Tenures; therefore, not all districts use the associated files feature.

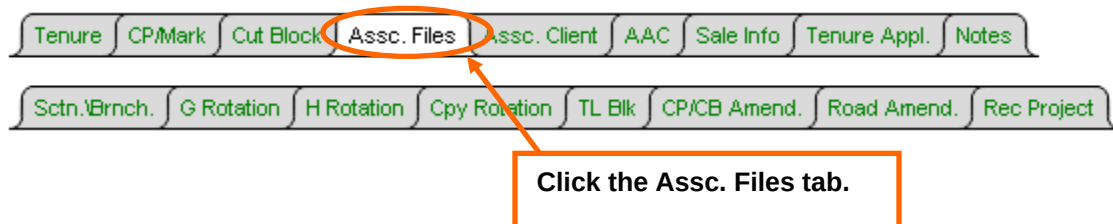
These files may be:

- **Within FTA.** For example, you may wish to associate one Range Tenure with another one.
 - o Note that when Range Units/Pastures are specified within a Grazing or Hay Rotation Schedule, then the Range Unit/Pasture and Range Tenure are automatically associated. **These are not displayed on the FTA910-Associated Files page.**
- **Outside of FTA.** For example, Range Tenures can be associated with Tenures from a different ministry. Often these associations may be made with the following ministry Tenures:
 - o Ministry of Lands and Parks;
 - o Ministry of Environment; and,
 - o BC Assessment Authority.

The **FTA910-Associated Files** page allows this information to be tracked.

Navigating to the Associated Files Page

Click the **Assc. Files** tab to navigate to the **FTA910-Associated Files** 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 Associated Files Page Layout

The **FTA910-Associated Files** page is made up of two sections which are completed by district staff.

Section 1 – Find the Range Tenure

The first section is used to display the Tenure Number that you wish to associate a file(s) to.

- If you are navigating to this tab from another Tenure tab, where you have been working with the Range Tenure, this section will already be populated with the Range Tenure Number.

- If you navigate directly to this page, you must enter the Range Tenure Number in the **File** field and click the **Go** button.

FTA910 - Associated Files			
File:	<input type="text" value="RAN075545"/> <input type="button" value="Go"/>	Type:	E01 - Grazing Licence
		Admin Org:	DMH - 100 Mile House Forest District
		File Status:	A - Active
		As of:	2003-01-21
		Award Date:	2003-01-01
		Expiry Date:	2012-12-31
		Licensee:	00029467 01 NICKEL, RUDY

Section 2 – Associate Files

The next section of the **FTA910-Associated Files** page allows you to associate or de-associate files with the Range Tenure.

<input type="button" value="Back To Search"/>	
Associated File	Source
<input type="text"/>	<input type="text"/>
*	*
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Steps to Follow

Follow the steps below to associate a file with the Range Tenure.

- Enter the **Range Tenure Number** in the **File** field.
 - Note that if you have authority to update the Tenure information, you will also have authority to add/update/delete information on the **FTA 910-Associated Files** page.
- Click the **Go** button.
 - A list of files associated with the Range Tenure is displayed.
 - If **no** files are displayed then this Tenure does not have any files associated with it.
- To add a file, enter the following information in Section 2 of the page.
 - Associated File.** The number corresponding to the file. This may be a file within FTA (including expired files) or outside of FTA.
 - Source.** Select the appropriate source from the drop-list.
- Remember to click the **Save** button to save your work.
 - The file you have entered displays as a row in the bottom portion of the page.
- If you associated another FTA file (i.e. source equals F) with your Range Tenure, you will notice that a **Details** button becomes active. Clicking this button will navigate you to the **FTA100-Tenure Details** page for that associated file.



Deleting a File Association

If you associate a file in error, you can delete the association by clicking the row's corresponding **Delete** button. Anyone who has authority to update the Tenure will also have authority to delete the file association.

Understanding the Two Way Association

It is important to recognize that if you associate a Range Tenure with **another file in FTA**, that file will now also show an association to your Range Tenure. This is shown in the screen prints on the next page.

Sample Data – Assc. Files

Associated Files Page for File RAN075545

FTA910 - Associated Files

File: RAN075545 Go

Type: E01 - Grazing Licence

Admin Org: DMH - 100 Mile House Forest District

File Status: A - Active

As of: 2003-01-21

Award Date: 2003-01-01

Expiry Date: 2012-12-31

Licensee: 00029467 01 NICKEL, RUDY

Back To Search

2 rows returned

Associated File	Source		
<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> *	<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> ▼*	Save	Cancel
MENG-111-2244-38930291736	E - Ministry of Energy, Mines and Petrole	Details	Delete
RAN075864	F - Forest Tenure System (FTAS)	Details	Delete

Associated Files Page for File RAN075864

FTA910 - Associated Files

File: RAN075864 Go

Type: E01 - Grazing Licence

Admin Org: DNI - North Island - Central Coast Forest District

File Status: PA - Pending Application

As of: 2005-11-23

Award Date:

Expiry Date:

Licensee:

Back To Search

1 rows returned

Associated File	Source		
<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> *	<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> ▼*	Save	Cancel
RAN075545	F - Forest Tenure System (FTAS)	Details	Delete

Add a Note

The notes function allows you to attach a note to your Range Tenure. This note can contain information that you wish to remind yourself or others about. Once a note is entered and saved, a “Notes Attached” message displays on the **FTA100-Tenure Details** page. This is a quick notification to others examining the Tenure that a note exists. Anyone with read access (District, Region and Headquarters Users) may read your note.



Remember that all files are subject to the *Freedom of Information and Privacy Act*. Therefore, ensure the information you enter in the note is appropriate.

Navigating to the Notes Page

Click the **Notes** tab to navigate to the **FTA970-Forest Notes** 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.



Click the Notes tab.

Understanding the Notes Page

The **FTA970-Forest Notes** page is made up of two sections which are completed by District Staff.

Section 1 – Find the Range Tenure

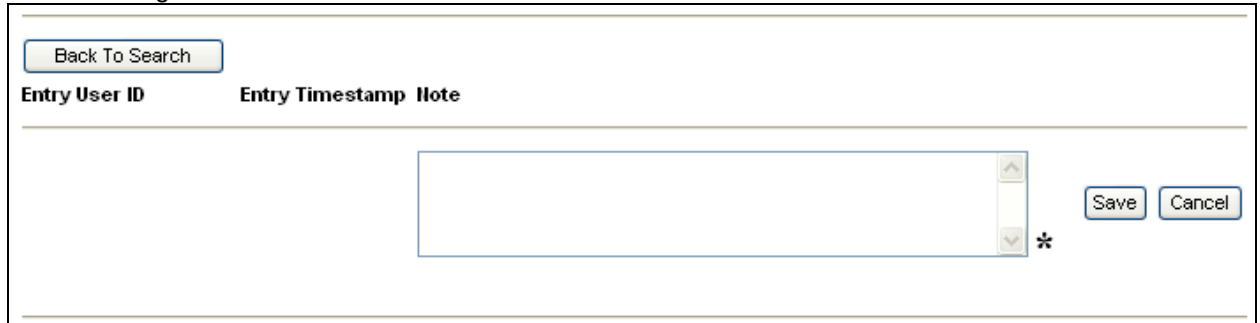
The first section is used to display the Tenure Number that you wish to associate a note to.

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

FTA970 - Forest Notes			
File:	<input type="text" value="RAN075545"/> <input type="button" value="Go"/>	Type:	E01 - Grazing Licence
		Admin Org:	DMH - 100 Mile House Forest District
		File Status:	A - Active
		As of:	2003-01-21
		Award Date:	2003-01-01
		Expiry Date:	2012-12-31
		Licensee:	00029467 01 NICKEL, RUDY

Section 2 – Associate Note

The next section of the **FTA970-Forest Notes** page allows you to type a note which is associated with the Range Tenure.



Steps to Follow

Follow the steps below to add a note to the Range Tenure.

- 1 Enter the **Range Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - A list of notes associated with the Range Tenure is displayed.
 - If **no** notes are displayed then this Tenure does not have any notes associated with it.
- 3 To add a note, type the note details in the text box in Section 2 of the page.
- 4 Remember to click the **Save** button to save your work. The note now displays below the text box. Notice the following:
 - The User ID, of the individual logged onto FTA at the time the **Save** button was clicked, is displayed as the **Entry User ID**.
 - The date and time the note was saved in FTA is displayed as the **Entry Timestamp**. The format is YYYY-MM-DD HH:MM AM/PM.



You can **not** delete a note. Once you have saved a note, it is always associated with the Range Tenure. You may add an additional note, if required, to clarify a previous note.



If the status of a Range Tenure is “**Entered in Error**” or “**Archived**” then clients, files, and notes can no longer be entered, updated or deleted for that Tenure.

Sample Data – Notes

FTA970 - Forest Notes

File:

Type: E01 - Grazing Licence

Admin Org: DMH - 100 Mile House Forest District

File Status: A - Active

As of: 2003-01-21

Award Date: 2003-01-01

Expiry Date: 2012-12-31

Licensee: 00029467 01 NICKEL, RUDY

1 rows returned

Entry User ID	Entry Timestamp	Note
<div><div></div><div><input type="button" value="Save"/> <input type="button" value="Cancel"/></div></div>		
DIRFTASADIC	2006-03-02 12:18 PM	Please be aware that this tenure borders onto public park land.

FTA Participant Guide –



Range Tenure Management Module

Topic 6: Process a Grazing Licence or Permit

In this topic, you will learn how to:

- Add a Grazing Rotation; and,
- Copy a Rotation.

Add a Grazing Rotation

The **FTA611-Grazing Rotations** page allows you to record, view and track a list of livestock rotations for the Grazing Tenure record. Grazing rotations may only be entered for calendar years that fall within the term of the Tenure. The Tenure must be out of the **Pending Electronic** Status prior to entering a rotation. It is important to always enter all rotation details in FTA as the Compliance Information Management System (CIMS) uses this data when C&E Staff are completing inspections.



Grazing Rotations are found in the Range Use Plan (RUP) which is submitted to MoFR by the licensee (e.g. Rancher). These rotations include Animal Unit Months (AUM) and unfenced Private Land (PLD) amounts.

The RUP is approved by the District Manager and the Grazing Rotations can then be tracked in FTA. Grazing Rotations may vary from year to year.

There may be times when the rancher may require a change to the rotations. In this scenario, the rancher is responsible for submitting an amendment to the RUP to MoFR. A scenario may also arise where there is a non-use amount. It is up to the District Agrologist to update FTA to reflect amendments and non-use amounts.

Remember, the AUMs and PLDs in the RUP must always match the Grazing Licence. Data entered into FTA should never differ from the Grazing Licence.

FTA allows you to track different rotations for each year and modify/amend rotations as required.



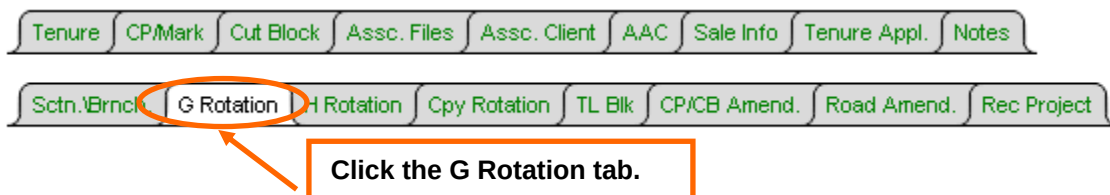
District users may enter a rotation. The save, update and delete function will be disabled if the Tenure is **not** within the users organizational unit. The Range Unit/Pasture specified on the rotation must also be valid and be within the user's administrative organizational unit.

You can **not** enter more than one rotation for the same animal, in the same rotation period, on the same range unit Pasture within a calendar year.

Note that this applies only within the Tenure. As a province, there can be more than one Tenure on the same area with cattle from more than one Tenure holder on the area at the same time.

Navigating to the Grazing Rotation Page

Click the **G Rotation** tab to navigate to the **FTA611-Grazing Rotation** 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 Grazing Rotation Page Layout

Section 1 – Range Tenure Information

The top section of the **FTA611-Grazing Rotation** page displays a review of the Range Tenure file information. You should always ensure you are working with the correct Tenure. Only Grazing Tenures (E01-Grazing Licence & E02 Grazing Permit) can utilize this page.



In this section, the Expiry Date will be the Extended Date if one exists otherwise it will be the initial Expiry Date.

• No LiveStock Rotations(s) found for selected year.

FTA611 - Grazing Rotations

File:	<input type="text" value="RAN075858"/>	<input type="button" value="Go"/>	Type:	E01 - Grazing Licence	Admin Org:	DNI - North Island - Central Coast Forest District
			File Status:	A - Active	As of:	2005-11-22
			Award Date:	2005-01-01	Expiry Date:	2014-12-31
			Licensee:	00103807 00 HANCOCK JR., THOMAS ROY		

Section 2 – Rotation Details

The bottom section of the **FTA611-Grazing Rotation** page displays the Grazing Rotation details for the Tenure. These are displayed by calendar year. You can:

- **View**—existing rotations;
- **Update**—existing rotations;
- **Delete**—existing rotations; and,
- **Add**—new rotations.

Year: *

Non-Use: + TTL AUMS: 0 - PLD: 0 = Net Authorized: 0

Maximum Livestock Number: Cattle: Horse: Sheep: Other:

Year	Animal	No.	Start	End	Range Unit & Pasture	TTL AUMs	PLD
2005	<input type="button" value="v"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> <input type="button" value="Go"/> *	<input type="text"/> *	<input type="text" value="0"/> *

Steps to Follow

Follow the steps below to enter a new Grazing Rotation, update a rotation, delete a rotation, or examine additional details for a rotation:

Entering a New Grazing Rotation

- 1 Enter the **Range Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - A list of Grazing Rotations associated with the Range Tenure is displayed.
 - If **no** Grazing Rotations are displayed then this Tenure does not yet have any associated with it.
- 3 Verify the year matches your needs. If not, use the drop list to adjust this.
 - If you change the year, you will need to click the **Go** button again to re-fresh the page to the year selected.
 - Ensure this is correct **prior** to adding any rotations.
- 4 Enter the **Non-Use** information.
 - Enter the **Non Use**. The Non Use refers to the number of animal unit months that have been scheduled for non use as authorized by the District Manager.
 - Select whether the **Non-Use** is billable or not.
 - o If Non-Use is set as billable then the rancher pays the same rate for the unused AUM's as they pay for the used AUM's.
 - o If Non-Use is set as non-billable then the rancher only pays for the ground rate on the Non-Use AUM's. Non-Use is set as non-billable if the MoFR has instructed a rancher not to use his/her range.
 - The **Net Authorized** figure is calculated automatically by FTA. You will need to enter the rotation rows in the bottom portion of the page, prior to the calculation being complete.
 - o The Net Authorized refers to the number of Animal Unit Months (AUMs) of Crown Forage a Tenure Holder is authorized to use in the calendar year.
 - o This is usually the number of AUMs authorized and shown on the Tenure documents. However, this number may vary due to subsequent amendments or annual authorities for additional use.
- 5 Enter the **Maximum Livestock** information if you wish. This is not mandatory information:
 - Enter the maximum number of cattle for the Grazing Rotation in the **Cattle** field.
 - Enter the maximum number of horses for the Grazing Rotation in the **Horse** field.
 - Enter the maximum number of sheep for the Grazing Rotation in the **Sheep** field
 - Enter the total maximum number of all other animals for the Grazing Rotation in the **Other** field.
- 6 Click the **Save Provision** button.
 - A confirmation of **Save Successful** is displayed.
- 7 To add a new rotation, navigate to the first blank row near the bottom of the page. The first column will default to the year selected in the middle portion of the page.
- 8 Select the **Animal** the rotation applies to from the **Animal** drop-list field.
- 9 Enter the **Number** of that animal in the **No.** field.
- 10 Enter the **Start** and **End date** of the grazing in the corresponding fields. These fields refer to the first and last day of authorized use for the specified pasture. Note that the format for these fields is MM-DD.
- 11 Enter the **Range Unit** and associated **Range Pasture** for the grazing. Use the

search function if you require assistance. If there is not a specific Range Pasture the default "00" is entered as the Pasture Code.

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Enter the number of **Animal Unit Months** in the **TTL AUMs** field. The Animal Unit Months must always be the same in the RUP, the licence, and in FTA.

Note that this field is currently marked mandatory on the page. Do not leave this field blank.

- If this field is left blank, FTA calculates it based on the Animal Type and Date Range entered. The auto-calculation is currently not working properly and it is recommended that users calculate the AUM number and enter it manually into this field.
- For additional information on Animal Unit Months, please refer to the *Range Act*.
- The following should be used when calculating Animal Unit Months:
 - o A yearling of the genus bos is 0.7 of an animal unit month.
 - o A bull of the genus bos is 1.5 animal unit months.
 - o A cow of the genus bos, by herself or together with her unweaned calf is one animal unit month.
 - o A horse is 1.25 animal unit months.
 - o A sheep is 0.2 of an animal unit month.
 - o A llama is 0.2 of an animal unit month.
 - o An alpaca is 0.1 of an animal unit month.

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Enter the area of unfenced private land that runs adjacent to the Crown Land in the **PLD** field. The PLD amount must equal the amount recorded for the Grazing Rotation in the Range Use Plan.

Note that this field is currently marked mandatory on the page. Do not leave this field blank. The unit of measure for this field is Animal Unit Months.

- The **PLD** refers to the unfenced private land that runs adjacent to Crown Land. A deduction in animal unit months is determined by considering the forage production capability of the private land and the use to be made of it.

14

Click the **Save** button to save the row of data. You may enter additional rotations as you require.

The **FTA100-Tenure** page will be automatically updated to display the:

- Net Authorized amount for the calendar year.
- Total Livestock quantities if these were entered in Step 5 above.



Billable vs. Non Billable

The *Range Act* and its associated regulation can provide you with clear guidance when deciding whether to select **Billable** or **Non Billable** on the **FTA611-Grazing Rotations** page.

Entering Rotations for Guide Outfitters

If you are entering a rotation for a Guide Outfitter, you can enter the:

- Total animals;
- Entire period of use; and,
- Net Animal Unit Months

on the first line of the rotation.

Updating/Amending a Grazing Rotation

If you need to update or amend a rotation, simply navigate to the correct row and click the **Update** button. The data will appear at the top of the Grazing Rotation list and be available for edit. Remember to save any changes by clicking the **Save** button corresponding with the updated row.

Deleting a Grazing Rotation

If you enter a Grazing Rotation in error, you may delete it. Select the specific row of data you wish to delete and click the corresponding **Delete** button. If you are authorized to update a Tenure, then you are also authorized to delete a Grazing Rotation associated with that Tenure.

Examining the Details of a Grazing Rotation

You may wish to add a note to a Grazing Rotation, or examine its details further. This can be done by clicking the corresponding row's **Details** button. The **Details** button navigates you to the **FTA616-Rotation Detail** page.

This page allows you to:

- enter an **Area of Use Description** (if applicable); and,
- edit any of the rotation details.

To return to the **Grazing Rotation** page, click the **Back** button.

FTA616 - Rotation Detail

File: RAN075858

Type: E01 - Grazing Licence

Admin Org: DNI - North Island - Central Coast Forest District

File Status: A - Active

As of: 2005-11-22

Award Date: 2005-01-01

Expiry Date: 2014-12-31

Licensee: 00103807 00 HANCOCK JR., THOMAS ROY

Area of use description:

REQUIRE USE OF SOUTH WEST CORNER OF LOWER MEADOW.

Save

Back

Sample Data – Grazing Rotation

FTA611 - Grazing Rotations

File:

Type: E01 - Grazing Licence

Admin Org: DNI - North Island - Central Coast Forest District

File Status: A - Active

As of: 2005-11-22

Award Date: 2005-01-01

Expiry Date: 2014-12-31

Licensee: 00103807 00 HANCOCK JR., THOMAS ROY

Year: *

Non-Use: + **TTL AUMs:** 70 - **PLD:** 20 = **Net Authorized:** 50

Maximum Livestock Number: Cattle: Horse: Sheep: Other:

2 rows returned

Year	Animal	No.	Start	End	Range Unit & Pasture	TTL AUMs	PLD	
2005	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> <input type="button" value="..."/> *	<input type="text"/> *	<input type="text" value="0"/> *	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
2005	CA - Cattle	20	11-30	12-31	RU7063 - 02	20	10	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Details"/>
2005	SH - Sheep	25	11-30	12-30	RU7063 - 01	50	10	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Details"/>

Copy a Rotation

The **FTA613-Copy Rotation** page is a convenient way of copying rotation details from year to year. The copy function is useful if the rotation does not change in the new Replacement agreement or if rotations repeat every few years.

You may copy a rotation from a source Tenure to a Tenure you are working with as long as the Tenure types are the same. For example, both Tenures are Grazing Licences. Both Tenures must exist in FTA.

The **FTA613-Copy Rotation** page allows you to complete the following tasks:

- Copy a rotation from a source Tenure and source year, to the Tenure you are working with for:
 - o a target year; or
 - o multiple target years. You may copy to nine future years at one time.
- Copy a rotation from a source Tenure and source year, to the Tenure you are working with for every **other** target year starting with a specified year.
- Complete any of the above and include a Range Unit. This will allow you to copy a rotation for a Source Tenure, Source Year, and specified Range Unit to the Tenure you are working with.

Topic 6: Process a Grazing Licence or Permit



Note that the Tenure you are working with and the **Source Tenure** may be the same. For example, this is useful if you wish to copy a rotation from one year to the next for the same Tenure.

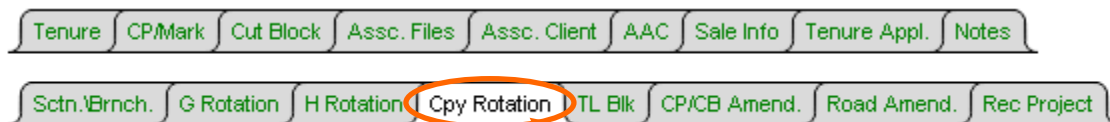
The **FTA613-Copy Rotation** page is accessible by anyone who has Range Change Authority in FTA.



If you attempt to copy a rotation to a target year which already contains rotation information, when you click the **Save** button, FTA will provide a message stating this. You may continue with the save and overwrite the previous rotation information.

Navigating to the Copy Rotation Page

Click the **Copy Rotation** tab to navigate to the **FTA613-Copy Rotation** 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.



Click the Copy Rotation tab.

Understanding the Copy Rotation Page Layout

Section 1 – Range Tenure Information

The top section of the **FTA613-Copy Rotation** page displays a review of the Range Tenure file information. You should always ensure you are working with the correct Tenure.



The file displayed in this section of the page is the Tenure you will be copying the rotation to.

FTA613 - Copy Grazing/Hay Cutting Rotations			
File:	<input type="text" value="RAN075858"/> <input type="button" value="Go"/>	Type:	E01 - Grazing Licence
		Admin Org:	DNI - North Island - Central Coast Forest District
		File Status:	A - Active
		As of:	2005-11-22
		Award Date:	2005-01-01
		Expiry Date:	2014-12-31
		Licensee:	00103807 00 HANCOCK JR., THOMAS ROY

Section 2 – Copy Details

The bottom section of the page allows the entry of all details for the copy function. This section is used to perform the actual copy.

[Back To Search](#)

Target Year:

Source Tenure: * **Source Year:** *

Copy to Every Other Target Year Starting with Year:

For Range Unit:

Steps to Follow

Follow the steps below to perform a copy function.

Copy to Target Year(s)

- 1 Enter the Target Year(s) you wish to copy the rotation to for your file. This should be entered in the **Target Year(s)** field(s).
- 2 Select the Tenure that you wish to copy the rotation from. Use the **Source Tenure** field.
- 3 Enter the year that you wish to copy the rotation from. Enter this in the **Source Year** field. The format is YYYY.
- 4 Click the **Save** button. You will receive a “Save Successful” message confirming the rotation has been successfully copied.

Copy to Every Other Target Year

- 1 Select the Tenure that you wish to copy the rotation from. Use the **Source Tenure** field.
- 2 Enter the year that you wish to copy the rotation from. Enter this in the **Source Year** field. The format is YYYY.
- 3 Specify the first year that you would like the copy to be made for your Tenure. The copy will be completed for this year and every **other** subsequent year until your Tenure's expiration date. This year must be entered in the **Copy to Every Other Target Year Starting with Year** field.
- 4 Click the **Save** button. You will receive a “Save Successful” message confirming the rotation has been successfully copied.



Important Warning

The **Copy to Every Other Target Year** does **not** copy to each subsequent year. For example, if the starting year is 2006. It will copy to 2008, 2010, etc. not 2007, 2008, 2009, 2010, etc.

Topic 6: Process a Grazing Licence or Permit

Copy for a Specified Range Unit

- 1 Select the Tenure that you wish to copy the rotation from. Use the **Source Tenure** field.
- 2 Enter the year that you wish to copy the rotation from. Enter this in the **Source Year** field. The format is YYYY.
- 3 Specify either the **Target Year(s)** or the **Copy to Every Other Target Year Starting with Year** (see Important Warning above).
- 4 Enter the Range Unit that you would like to copy the rotation from. Enter this in the **For Range Unit** field. Only enter a Range Unit if you want a specific set of rotations relating to that unit copied.
- 5 Click the **Save** button. You will receive a "Save Successful" message confirming the rotation has been successfully copied.

Sample – Copy Rotation

The following screen prints will help you to understand how the copy process functions.

• No LiveStock Rotations(s) found for selected year.

FTA611 - Grazing Rotations

File: **RAN075858** [Go] E01 - Grazing Licence Admin Org: DNI - North Island - Central Coast Forest District

File Status: A - Active As of: 2005-11-22

Award Date: 2005-01-01 Expiry Date: 2014-12-31

Licensee: 00103807 00 HANCOCK JR., THOMAS ROY

Back To Search

Year: **2006** *

Non-Use: [0] + TTL AUMs: 0 - PLD: 0 = Net Authorized: 0

Maximum Livestock Number: Cattle: [] Horse: [] Sheep: [] Other: []

Save Provision

Year	Animal	No.	Start	End	Range Unit & Pasture	TTL AUMs	PLD
2006	[] *	[] *	[] *	[] *	[] *	[] *	[] *

Save Cancel

This screen print for **File RAN075858** shows that there are no Grazing Rotations recorded for 2006.

FTA613 - Copy Grazing/Hay Cutting Rotations

File: **RAN075858** [Go] Type: E01 - Grazing Licence Admin Org: DNI - North Island - Central Coast Forest District

File Status: A - Active As of: 2005-11-22

Award Date: 2005-01-01 Expiry Date: 2014-12-31

Licensee: 00103807 00 HANCOCK JR., THOMAS ROY

Back To Search

Target Year: **2006** [] [] [] [] [] [] [] []

Source Tenure: **RAN075764** * Source Year: **2006** *

Copy to Every Other Target Year Starting with Year: []

For Range Unit: **RU7063** *

Save

This screen print shows the copy function. In this scenario, a Grazing Rotation is being copied from the source Tenure **RAN075764**, for the year **2006**, for the Range Unit **RU7063** to the File **RAN075858**.

Topic 6: Process a Grazing Licence or Permit

FTA611 - Grazing Rotations

File:

E01 - Grazing Licence **Admin Org:** DNI - North Island - Central Coast Forest District

File Status: A - Active **As of:** 2005-11-22

Award Date: 2005-01-01 **Expiry Date:** 2014-12-31

Licensee: 00103807 00 HANCOCK JR., THOMAS ROY

Year:

Non-Use: **Non-Billable** **+ TTL AUMS:** 50 **- PLD:** 0 **= Net Authorized:** 50

Maximum Livestock Number: Cattle: Horse: Sheep: Other:

1 row returned

Year	Animal	No.	Start	End	Range Unit & Pasture	TTL AUMS	PLD
2006	<input type="button" value="v"/>	<input type="text" value="25"/> <input type="button" value="v"/>	<input type="text" value="01-01"/> <input type="button" value="v"/>	<input type="text" value="03-01"/> <input type="button" value="v"/>	<input type="text" value="RU7063 - 02"/> <input type="button" value="v"/>	<input type="text" value="50"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
2006	CA - Cattle	25	01-01	03-01	RU7063 - 02	50	0

This screen print for **File RAN075858** shows that there is now a Grazing Rotation record for 2006.

FTA Participant Guide –



Range Tenure Management Module

Topic 7: Process a Haycutting Licence or Permit

In this topic, you will learn how to:

- Add a Haycutting Rotation; and,
- Copy a Rotation

Add a Haycutting Rotation

The **FTA612-Haycutting Rotation** page allows you to record, view and track a list of Haycutting Rotations for the Haycutting Tenure record. Haycutting rotations may only be entered for calendar years that fall within the term of the Tenure. The Tenure must be out of the **Pending Electronic** status prior to entering a rotation. It is important to always enter all rotation details in FTA as the Compliance Information Management System (CIMS) uses this data when C&E Staff are completing inspections.



District users may enter a rotation. The save, update and delete function will be disabled if the Tenure is **not** within the user's organizational unit.

The Range Unit/Pasture specified on the rotation must also be valid and be within the user's administrative organizational unit.

You cannot enter more than one rotation for the **same** Tenure in the same calendar year which contains the same:

- Map Block ID
- Range Unit/Pasture; and,
- Meadow name.

Entering the Authorized Forage Tonnes

The **Authorized Forage Tonnes** must be entered prior to adding any details for the Grazing Rotation. To enter this, you must navigate to the **FTA100-Tenure** page. If you are **not** on a Tenure tab, you must first select Tenure from the Tenure menu.

If the ESF Submission included the Authorized Forage Tonnes, you do **not** need to enter it again.

Steps to Follow

Follow the steps below to enter the Authorized Forage Tonnes:

1

Enter the **Range Tenure Number** in the **File** field.

2

Click the **Go** button.

- The page displays all data related to the Tenure.

3

Enter the **Authorized Forage Tonnes**. This refers to the number of Tonnes of hay that is allowed to be cut on the Pasture.

4

Click the **Save** button. The Authorized amount will display in the calculation below the field.



The **Year** and **Authorized Calculation** will be automatically generated once you have added the Hay Cutting Rotation (explained next).

Sample Data – Authorized Forage Tonnes Field

FTA100 - Tenure

File:	RAN075815 <input type="button" value="Go"/>	Status:	A - Active <input type="button" value="v"/>	As of:	2006-03-08 <input type="button" value="v"/>
Type:	H02 - Haycutting Permit <input type="button" value="v"/>	* Admin Org:	RCO - Coast Forest Region <input type="button" value="v"/>		
Permittee:	00017588 00 S.J. RANCH LTD.	District:	DNI - North Island - Central C <input type="button" value="v"/>	Sec. Licensee?	N
Mgmt Unit:	U 33 <input type="button" value="v"/> Kingcome TSA	Zone:	01 <input type="button" value="v"/>		
Award Date:	2006-03-08 <input type="button" value="v"/>	Term:	1 yr 0 mo	Expires:	2007-03-07 <input type="button" value="v"/>
Ext. Count:	0	Extended Date:	<input type="button" value="v"/>	Reason:	<input type="button" value="v"/>

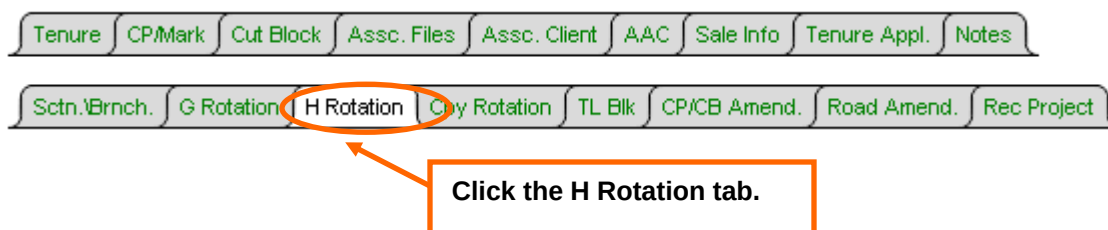
Year:

Authorized Forage Tonnes: *

Non-Use: + Auth Harvest: = Authorized: 150

Navigating to the Haycutting Rotation Page

Once the **Authorized Forage Tonnes** have been entered, you may enter the Hay Cutting Rotations. Click the **H Rotation** tab to navigate to the **FTA612-Haycutting Rotation** 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 Haycutting Rotation Page Layout

Section 1 – Range Tenure Information

The top section of the **FTA612-Haycutting Rotation** page displays a review of the Range Tenure file information. You should always ensure you are working with the correct Tenure. Only Haycutting Tenures (H01-Haycutting Licence & H02 Haycutting Permit) can utilize this page.



In this section, the Expiry Date will be the Extended Date if one exists otherwise it will be the initial Expiry Date.

FTA612 - Hay Cutting Rotations			
File:	<input type="text" value="RAN075815"/> <input type="button" value="Go"/>	Type:	H02 - Haycutting Permit
		Admin Org:	DNI - North Island - Central Coast Forest District
		File Status:	A - Active
		As of:	2006-03-08
		Award Date:	2006-03-08
		Expiry Date:	2007-03-07
		Licensee:	00017588 00 S.J. RANCH LTD.

Section 2 – Copy Details

The bottom section of the **FTA612-Haycutting Rotation** page displays the Haycutting Rotation details for the Tenure. These are displayed by calendar year. You can:

- **View**—existing rotations;
- **Update**—existing rotations;
- **Delete**—existing rotations; and,
- **Add**—new rotations.



Recall that the **Authorized Forage Tonnes** are entered on the Tenure tab. These are displayed here to assist you in creating rotations. At all times, the **Authorized Harvest Amount** plus the **Non Use Amount** must equal the **Authorized Forage Tonnes**.

Topic 7: Process a Haycutting Licence or Permit

Year: *

Authorized Forage Tonnes: 150
Non - Use: * **+ Auth Harvest:** 0 **= Authorized:** 150

0 rows returned

Delete	Year	Permit Block *	Range Unit *	Meadow Name *	Auth Harvest	Date	User ID
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Steps to Follow

Follow the steps below to enter a new Haycutting Rotation, update an existing Haycutting Rotation, or delete a Haycutting Rotation:

- Enter the **Range Tenure Number** in the **File** field.
- Click the **Go** button.
 - A list of Haycutting Rotations associated with the Range Tenure is displayed.
 - If **no** Haycutting Rotations are displayed then this Tenure does not yet have any associated with it.
- Select the year which you would like to add rotation details for.
 - Ensure this is correct **prior** to adding any rotations.
- Enter the **Non-Use** amount (if applicable) and select whether or not this is billable.
- To add a new rotation, navigate to the first blank row.
- You are not permitted to enter the **Year**. This will automatically default to the year selected in the middle portion of the page, once you click the **Save** button.
- Enter the **Permit Block** the rotation applies to using the **Permit Block** field.
 - The Permit Block is an alpha or numeric identifier assigned to the polygon for the meadow. This identifier must match the Permit Block indicated in the Range Use Plan and Exhibit A.
 - For additional information on Permit Blocks, please refer to the *Forest Act*.
- Enter the **Range Unit** the rotation applies to using the **Range Unit** field. Remember to use the search if you require assistance. Recall that Range Units have the following format RU####.
- Enter the **Meadow Name** that the rotation applies to using the **Meadow Name** field. If meadows do not have a real name, they may be called Meadow 1, Meadow 2, etc.

Topic 7: Process a Haycutting Licence or Permit

10

Enter the **Authorized Harvest** amount for the rotation as measured in Tonnes. **Note that the total of the individual Authorized Harvest Amounts from the rotation lines plus the Non Use Amount must equal the Authorized Forage Tonnes.**

11

Click the **Save** button to save the row of data. You may enter additional rotations as you require. Notice that the **Date Updated** and **User ID** are automatically determined by the system.

Click the **Add More Rows** button if you use up the blank rows and need to enter additional rotations.



Billable vs. Non Billable

The **Range Act** and its associated regulation can provide you with clear guidance when deciding whether to select Billable or Non Billable on the **FTA612-Haycutting Rotations** page.

Updating a Haycutting Rotation

If you need to update a rotation, simply navigate to the correct row and modify the data. Remember to save any changes by clicking the **Save** button.

Deleting a Haycutting Rotation

If you enter a Haycutting Rotation in error, you may delete it. Navigate to the specific row of data you wish to delete and click the checkbox in the **Delete** column.

Remember that the Authorized Harvest Amount plus the Non Use Amount must equal the Authorized Forage Tonnes. Therefore, you may need to add a new rotation before FTA will allow you to delete the old rotation.

Topic 7: Process a Haycutting Licence or Permit

Sample Data – Haycutting Rotation

FTA612 - Hay Cutting Rotations

File:

Type: H02 - Haycutting Permit

Admin Org: DNI - North Island - Central Coast Forest District

File Status: A - Active

As of: 2006-03-08

Award Date: 2006-03-08

Expiry Date: 2007-03-07

Licensee: 00017588 00 S.J. RANCH LTD.

Year: *

Authorized Forage Tonnes: 150

Non - Use: * **+ Auth Harvest:** 100 **= Authorized:** 150

2 rows returned

							Updated	
Delete	Year	Permit Block *	Range Unit *	Meadow Name *	Auth Harvest	Date	User ID	
☐	2006	<input type="text" value="002"/>	<input type="text" value="RU7063"/> <input type="button" value="Go"/>	MEADOW BY THE RIVER	<input type="text" value="50"/>	2006-03-08	IDIR\FTADRDIC	
☐	2006	<input type="text" value="003"/>	<input type="text" value="RU7063"/> <input type="button" value="Go"/>	MEADOW BY THE FIELD	<input type="text" value="50"/>	2006-03-08	IDIR\FTADRDIC	
		<input type="text"/>	<input type="text"/> <input type="button" value="Go"/>	<input type="text"/>	<input type="text"/>			
		<input type="text"/>	<input type="text"/> <input type="button" value="Go"/>	<input type="text"/>	<input type="text"/>			

Copy a Rotation

Hay Rotations use the same tab that Grazing Rotations use for copying rotations. This functionality was discussed in the previous topic. Refer to **Copy a Rotation** in the previous topic for a refresher.

FTA Participant Guide –



Range Tenure Management Module

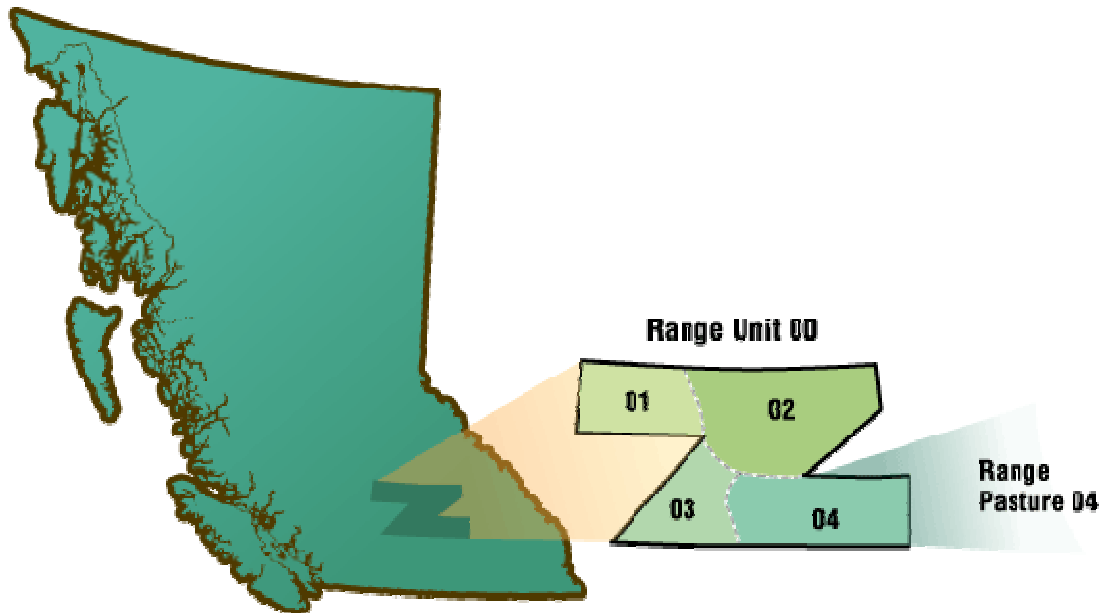
Topic 8: Range Administrative Functions

In this topic, you will learn how to:

- Maintain Range Units and Pastures;
- Archive Range Tenures; and,
- Retire Range Tenures.

Maintaining Range Units and Pastures

A Range Unit is a parcel of land which has been defined by MoFR. A Range Pasture is a geographic area within a Range Unit. A Range Unit may contain multiple Pastures.



The primary purpose of a Range Unit is to describe a piece of crown range which may be referenced in administrative or planning processes.

Each district is responsible for ensuring Range Units and their associated Pastures are properly maintained in FTA. This maintenance occurs on the **FTA630-Maintain Range Unit/Pasture** page. All levels of users may access this page including District, Regional and Headquarter Users. However, Range Units/Pastures can only be added or modified within a user's organizational unit. District and Headquarter Users will note that the region is derived based on the district.



The procedure for managing Range Units and Pastures in each district is established by each district. If you are uncertain who is responsible for this function in your office, discuss this with your supervisor.

Navigating to the Range Unit/Pasture Page

The **FTA630-Maintain Range Unit/Pasture** page is a Range Administrative function. It is found by selecting the **Admin** menu, the **Range Admin Functions**, and finally, **Maintain Range Unit/Pasture**.



Understanding the Maintain Range Unit/Pasture Page Layout

The **FTA630-Maintain Range Unit/Pasture** page allows you to:

- **Search & View**—existing Range Units and their associated Pastures.
- **Modify**—existing Range Units and their associated Pastures. District users may only make modification to Range Units/Pastures within their district.
- **Delete**—existing Range Units/Pastures. Once a Range Unit is deleted, all associated Pastures are also deleted. A specific Range Pasture can be deleted without deleting the entire Range Unit. Districts may only delete Range Units/Pastures within their district.
 - o Note: Range Units/Pastures may not be deleted if data has been previously associated through agreement rotation data. An alternative strategy to deleting Range Units/Pastures which are no longer used would be to edit the name and place a letter (e.g. “Z” or “X”) in the first character position in the name. This marks it as no longer operational.
- **Add**—new Range Units and associated Pastures. Districts may only add Range Units/Pastures within their district.

Section 1 – Find/Add the Range Unit

The first section is used to display the Range Unit that you wish to associate Pastures with.

Topic 8: Range Administrative Functions

- If the Range Unit already exists in FTA, you may enter it in the **Range Unit** field and click the **Go** button.
 - If you do not know the **Range Unit** you can use the search button to find it.

Range Unit:  

Click the Search button.

Section 2 – Display/Add the Range Pastures

This section is used to display and/or add the Range Pastures associated with the Range Unit.

Pasture ID	Pasture Description	
<input type="text"/> *	<input type="text"/> *	<div>Save</div> <div>Cancel</div>

Steps to Follow

The following steps will help you understand how to add and modify Range Units and associated Pastures. The final set of steps indicates how to remove a Range Pasture and/or Range Unit.

Add Range Unit

Follow the steps below to add a Range Unit for your district.



Tip – Modify Range Unit Name

There are already many “extra” Range Units in the unit list for many districts. Rather than adding new units, district staff may edit the name of these existing units so that units maintain a similar numerical sequence to other units within their district or within a particular Stock Range. Editing an existing “extra” unit is preferred to adding a new unit which produces a number which is out of sequence.

1. Navigate to the **FTA630-Maintain Range Unit/Pasture** page and click the **Add New** button.
2. Enter a name for the unit in the **Range Unit Name** field. This name must be unique for the district.
3. Verify that the following fields have been automatically populated:
 - **Status** – this is set to Pending.
 - **Region** – this is automatically set to your Forest Region.
 - Note: If you are a District or Headquarters User, the region will be defaulted based on the district. If you are a Regional User, the region will default to your authorized region.
 - **District** – for District Users, this is automatically set to your district.
 - Regional and Headquarters Users may select this.

4

Enter the date this Pasture should be available for use in FTA using the **As of** date field. The format for this field is YYYY-MM-DD

- You can click on the calendar icon and select a date from the calendar if you wish.
- The **As of** date field is automatically set to the current date whenever the status changes. It can be manually modified if required.

5

Enter the Zone of the Range Unit in the **Zone** field. The Zone is usually the area within a district assigned to a particular individual. For example, if you have more than one Agrologist in your district, you may wish to divide work based on zones of 1, 2, 3 or East, West, South, North, etc. It is important that you decide, as a district, how you will consistently use this field.

- Note that you may only add Range Units/Pastures within your organizational unit.

6

Click the **Save Range** button. The Range Unit now displays in the bottom portion of the page. It is assigned a Pasture ID = 00. The status is pending.



You can click the **Add New** button at any time while you are browsing Range Units/Pastures. This will clear the form (except the defaulted fields) and allow you to enter a new Range Unit.

Add a Range Pasture

Follow the steps below to add a Range Pasture to an existing Range Unit.

1

Enter the **Range Unit Number** in the **Range Unit** field.

2

Click the **Go** button.

- Section 1 of the page contains the Range Unit details.
- Section 2 of the page lists the Range Unit and its associated Pastures.

3

To add a Pasture, enter a **Pasture ID** and **Description** in section 2 of the page.

4

Click the **Save** button corresponding to the row with the **Pasture ID** and **Description** entered in the previous step.

- Take note that the Range Unit always displays in section 2 of the page with a Pasture ID = 00. Each Range Pasture must be assigned a unique ID and name within the Range Unit.



Tip:

You may encounter a situation in which you need to reference an area which encompasses two or more pastures. In this case, you would need to create a new pasture which can be used for reference to this area.

Modify a Range Unit or Pasture

If you wish to modify the Range Unit or Pasture, follow these steps:

1

Enter the **Range Unit Number** in the **Range Unit** field.

2

Click the **Go** button.

- Section 1 of the page contains the Range Unit details.
- Section 2 of the page lists the Range Unit and its associated Pastures.

3

To modify the Range Unit, edit the fields associated with the Range Unit in Section 1 of the page and click the **Save Range** button.

④

To modify a specific Range Pasture, click the **Update** button associated with the row of the Range Pasture you wish to modify.

- The Pasture ID and Pasture Description now display in the editable fields at the top of Section 2.
- You may modify the Pasture Description.
- Click the **Save** button.



Remember, you can only modify Range Unit and Pasture details for your district.



Warning

You may not wish to modify the name of a Range Unit or Pasture as this will modify the name reference in all cases of associated data. For example, historical data which references this Range Unit or Pasture would then reference the new name.

Delete Range Units & Pastures

A district user may delete or modify Range Units and Range Pastures which are associated with his/her district and are **not** in use and are **not** associated with a past Grazing or Haycutting Rotation. You cannot delete Range Units or Pastures that are associated with agreement rotations.

If the Range Unit/Pasture is **not** associated with his/her district, the user will have view only access to the information.

①

Navigate to the **FTA630-Maintain Range Unit/Pasture** page and enter the Range Unit in the **Range Unit** field.

②

Click the **Go** button.

③

The Range Unit and associated Pastures are displayed. To delete a:

- **Range Pasture**, navigate to the Pasture row and click the **Delete** button.
- **Range Unit**, click the **Delete Range** button. This will delete the Range Unit and all associated Pastures.



You can **not** delete a Range Unit/Pasture if the Pasture currently exists in a rotation or exists in a past Grazing or Haycutting Rotation.



Archiving Range Units

You can change the status of a Range Unit to **AR – Archived**. To do this, follow Step 1 and 2 above. Next, locate the **Status** field and select **AR – Archived** from the drop list. Click the **Save Range** button. This is a helpful indicator for Range Units which you do not want used in the future.

Searching for a Range Unit/Pasture

The **FTA630-Maintain Range Unit/Pasture** page allows you to efficiently navigate to a search function. This function is intended to allow you to quickly find the Range Unit/Pasture you are seeking.

Navigating to the Range Unit/Pasture Search Page

To navigate to the **FTA006-Range Unit/Pasture Search** page, click the search icon next to the Range Unit field on the Maintain Range Unit/Pasture page.

Click the Search button.

FTA630 - Maintain Range Unit/Pasture

Add New

Range Unit:  Go

Status: * As of: 

Region:

Range Unit Name: * District: * Zone: *

Save Range Delete Range

You are automatically navigated to the **FTA006-Range Unit/Pasture Search** page. This search is also available from the **Search** menu by selecting **Range Unit/Pasture Search**.

Application Home

Forest Tenure Administration (FTA)

Search Inbox Tenures Private Marks Recreation Admin

Tenure Search
Timber Mark Search
Cut Block Search
Range Unit/Pasture Search
Recreation Search
Code Tables Search
Links

Username: IDIR\FTADRDIC Environment: TEST
Version: 03.02.03 Production Date: 2005-11-24

Welcome to Forest Tenure Administration (FTA)

Understanding the Maintain Range Unit/Pasture Search Page Layout

The **FTA006-Range Unit/Pasture Search** page allows you to **Search & View** existing Range Units and their associated Pastures within the MoFR. You are able to view data for both your own district and other districts and organizational units.

Recall that understanding how to perform a search was reviewed in the **FTA Overview Training Module**. If you are unsure of how to perform a search, you should review this module.

The top section of the **FTA006-Range Unit/Pasture Search** page allows for the entry of search parameters. Results of the search are displayed in the bottom section of the page. Recall that the more parameters you enter the more specific your results will be.

In the screen print below note that some units display as “EXTRA”. These Range Units have been added to the system so that they may be modified (at the District). This will assist in keeping Range Units in sequence rather than adding new ones.

FTA006 - Range Unit/Pasture Search

Admin Org Unit: ☆ Pasture Name:

Range Unit Name: Status:

Range Unit	Pasture ID	Range Unit Name	Pasture Name	Status	# rows returned
RU1010	00	KLONNIK	KLONNIK	Active	<input type="button" value="Select"/>
RU1011	00	NOOMPST	NOOMPST	Active	<input type="button" value="Select"/>
RU1013	00	SALLOOMPT	SALLOOMPT	Active	<input type="button" value="Select"/>
RU1037	00	EXTRA	EXTRA	Active	<input type="button" value="Select"/>
RU1038	00	EXTRA	EXTRA	Active	<input type="button" value="Select"/>
RU1039	00	EXTRA	EXTRA	Active	<input type="button" value="Select"/>
RU7037	00	Snooka	Snooka	Active	<input type="button" value="Select"/>
RU7038	00	Noomst North	Noomst North	Active	<input type="button" value="Select"/>

Select Button -
Search accessed from
Range Unit button on the
**Maintain Range
Unit/Pasture** page.

FTA006 - Range Unit/Pasture Search

Admin Org Unit: ☆ Pasture Name:

Range Unit Name: Status:

Range Unit	Pasture ID	Range Unit Name	Pasture Name	Status	# rows returned
RU1010	00	KLONNIK	KLONNIK	Active	<input type="button" value="Details"/>
RU1011	00	NOOMPST	NOOMPST	Active	<input type="button" value="Details"/>
RU1013	00	SALLOOMPT	SALLOOMPT	Active	<input type="button" value="Details"/>
RU1037	00	EXTRA	EXTRA	Active	<input type="button" value="Details"/>
RU1038	00	EXTRA	EXTRA	Active	<input type="button" value="Details"/>
RU1039	00	EXTRA	EXTRA	Active	<input type="button" value="Details"/>
RU7037	00	Snooka	Snooka	Active	<input type="button" value="Details"/>
RU7038	00	Noomst North	Noomst North	Active	<input type="button" value="Details"/>

Details Button -
Search accessed from
Search menu.



Notice the **Select** button on the above screen print. Clicking this button selects the corresponding Range Unit/Pasture and automatically displays it on the Maintain Range Unit/Pasture Page. If you access this search from the main Search menu, the select button will be replaced with a **Details** button. However, they both perform the same function.

Archiving Range Tenures

The archive function allows expired Range Tenures to be archived. It is important to archive tenures so that you can then retire the tenure. If you do not retire the tenure, the spatial information (i.e. map) stays active. Retirement of a tenure is discussed later in this topic.

The archive function also allows you to clean up your work in FTA so that your pages have less clutter. The archive function is performed at the discretion of each district. **No district should archive a Range Tenure prior to the completion of billing.**

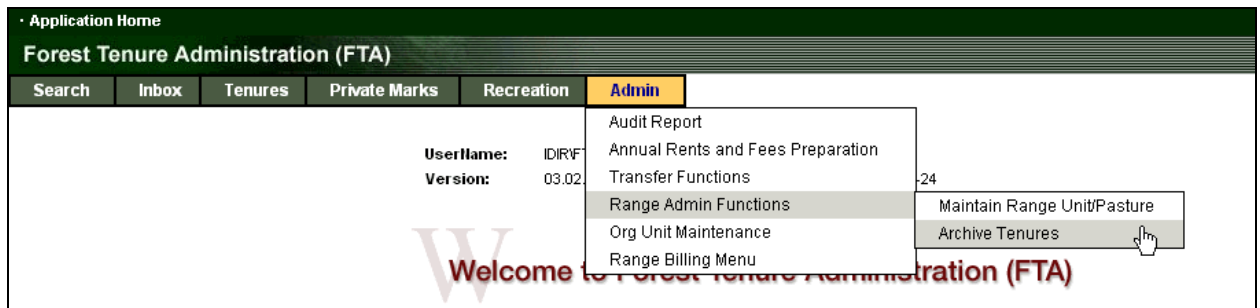
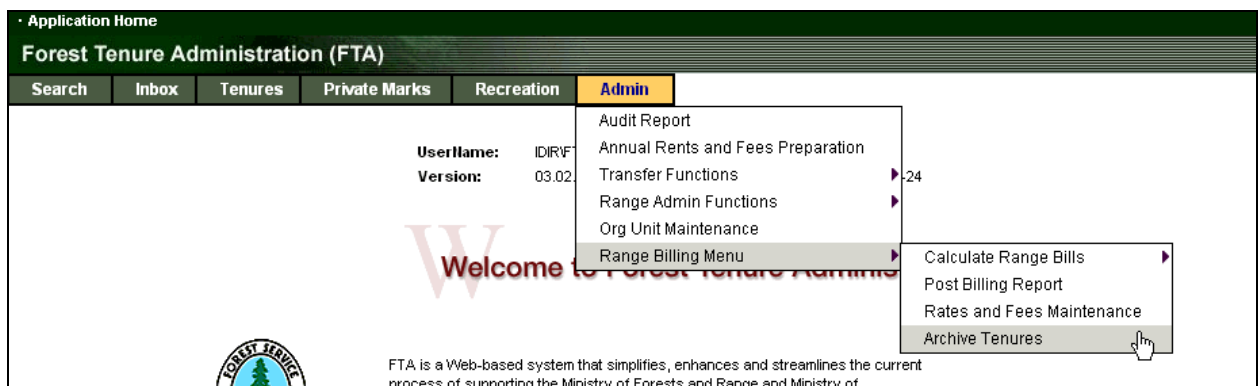


Range Tenures which are expiring after the current calendar year may **not** be archived using the “Archive Tenures” function located under the **Admin** sub-menu. They may be archived individually by editing the **Status** field (on the **FTA100–Tenure** page) for a particular agreement.

Navigating to the Archive Page

The **FTA640-Archive Tenure** page is listed in two places on the Admin Menu. This includes under the:

- Range Admin sub-menu
- Range Billing sub-menu



Understanding the Archive Page Layout

The top portion of the **FTA640-Archive Tenure** page allows you to select your Organizational Unit and the year of expiry for the Tenures. The bottom portion of the **FTA640-Archive Tenure** page displays the Tenures that can be archived based on the data entered in the top portion of the page.

Remember, the access you have to Organizational Units is based on your User ID. If you are a:

- **District User**—the **District** field will automatically default to your district.
- **Regional User**—the **Regional** field will automatically default to your region. You will be able to select all districts or a specific district that you are interested in. If you select a specific district, this must be within the region.
- **Headquarters User**—both fields will be blank. You will be required to enter a **Region** as this is a mandatory field. If you wish to select a **District**, this must fall within the Region.

FTA640 - Archive Tenure

Region Code: RCO - Coast Forest Region *

District Code: DNI - North Island - Central C *

Expiry Year: *

Go

District	Tenure Count		Archive
	Grazing	Hay	
Cancel			

Steps to Follow

Follow the steps below to archive Tenures:

1. Ensure the proper **Region** and **District** (if applicable) are displayed.
2. Enter the **Expiry Year**. This is the year the Range Tenures to be archived will (or have) expire(d). The format for this field is YYYY.
 - Note that the Expiry Date will be the Extended Date if one exists, otherwise it will be the initial Expiry Date of the Tenure.
3. Click the **Go** button. A list of Range Tenures corresponding to your criteria is displayed.
4. Review the list. A summary of Tenures by district is listed. Click the Archive button corresponding to the row of data you wish to archive. A message will display confirming the Tenures were archived successfully. These Tenures will now have a file status of **Archived (AR)**.

Sample Data – Archive Tenures

FTA640 - Archive Tenure

Region Code: *

District Code:

Expiry Year: *

1 rows returned

District	Tenure Count	
	Grazing	Hay
DNI-North Island - Central Coast Forest District	5	0



Range Tenures can **not** be billed via the billing function if they are archived. The Tenure will **not** display in the **FTA680-Tenure Billing Instructions** page. You must wait to archive Tenures until you are confident that all billing and billing amendments have been completed.

If you require a billing adjustment after the Range Tenure has been archived, you must:

- Change the Range Tenure **Status** field (on the FTA100-Tenure page) back to active.
- Complete the necessary adjustments.
- Complete billing.
- Return the Range Tenure **Status** field back to archive (on the FTA100-Tenure page).



For additional information on Range Billing, register for the **Range Billing Training Module**.

Retiring Range Tenures

Once a Range Tenure has been archived, it may be retired. It is important to retire the Tenure otherwise the map in the Land Resource Data Warehouse (LRDW) will remain “active”. Once you retire the Tenure, the corresponding map is also “retired”. You will find this is useful if you often use Map View to search for “active” Tenures.



Warning:

If you do **not** archive a tenure, you will **not** be able to retire it.

Understanding Retiring a Tenure

The Range Tenure must have a status of **AR-Archived** in order for it to be eligible for retirement. To retire the Tenure, navigate to the **FTA100-Tenure** page. If you are **not** on a Tenure tab, you must first select Tenure from the Tenure menu.

Steps to Follow

Follow the steps below to retire the Tenure:

- 1 Enter the **Range Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - The page displays all data related to the Tenure.
- 3 Click the **Retire** button.

FTA Participant Guide –



Range Tenure Management Module

Topic 9: 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

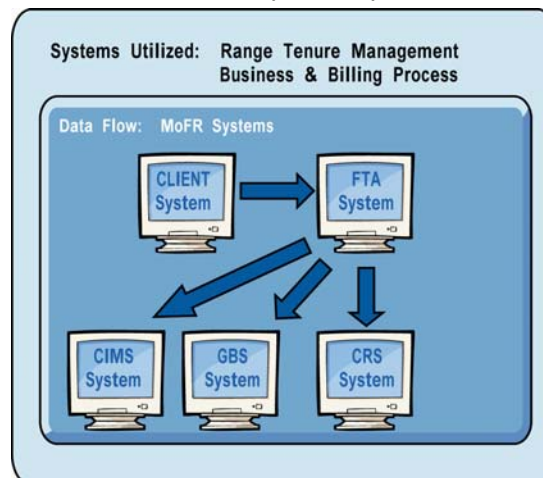
You have completed the **FTA Reference Guide – Range Tenure Management Module**. You should now have an understanding of the business process used to administer Range Tenures within MoFR including the roles of District and LIM Staff. The flow of paperwork and the administration of a Range Tenure within FTA should be clear. In addition, you should be able to complete the following tasks in FTA:

- Obtain a Range Tenure Number;
- Clear a Range Tenure (including Exhibit A);
- Explore the Tenure tab;
- Explore the Tenure Application Tab;
- Add an Associated Client, File, and Note;
- Add a Grazing Rotation;
- Add a Haycutting Rotation;
- Copy a Rotation;
- Process a Replacement;
- Process an Amendment;
- Maintain Range Units and Pastures;
- Archive Range Tenures; and,
- Retire a Range Tenure.

The Data Flow

The following image explains the various systems utilized during range related activities:

- Client data comes into FTA via the CLIENT System
- FTA feeds billing data to the General Billing System (GBS). This is discussed further in **Module 3.2: Range Billing** of the FTA Training Program.
- FTA feeds data to the Corporate Reporting System (CRS) to allow reports to be run on range related data.
- FTA Grazing and Haycutting Rotation data (i.e. Range Unit & Pasture information) is utilized by CIMS for C&E Staff to complete inspections.



Other Resources Available

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

- **Quick Reference Card** – Range Administration. Use this card as a refresher for Range Administrative tasks.
- **Pre-recorded Demonstration** – Range Administration. Watch a demonstration of performing Range Administration tasks.
- **FTA Training Website** – this site includes the Participant Guides & Training Sessions for other training modules as well as an FTA Question & Answer Forum. Visit the site at <http://gwww.for.gov.bc.ca/his/fta/>
 - o Please note that this site is currently under development.
- **District Business Champions** – each district has identified key support business champions for FTA. Find out who in your district can help!
- **Online 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.
 - o If you have the Table of Contents open for the Online Help Guide, click the book icon next to **Administrative Functions**. Next, click the book labeled **Range Tenure Administration** to examine all Range help pages.
- **Business Application Support Center** – available by calling 250-387-8888.
- If you require assistance using the CLIENT System, GBS, or CRS then you should discuss this with your supervisor.

FTA Participant Guide –



Range Tenure Management Module

Appendices

- Appendix A: District and Regional Manager Client Numbers

Appendix A: District and Regional Manager Client Numbers

MOFR District and Regional Manager Client Numbers			
Client Number	Client Name	Org Unit Code	Location
00030064	DISTRICT MANAGER 100 MILE HOUSE	DMH	100 MILE HOUSE
00133894	DISTRICT MANAGER ARROW BOUNDARY	DAB	CASTLEGAR
00133891	DISTRICT MANAGER CASCADES	DSC	MERRITT
00133895	DISTRICT MANAGER CENTRAL CARIBOO	DCC	WILLIAMS LAKE
00030065	DISTRICT MANAGER CHILCOTIN	DCH	ALEXIS CREEK
00030011	DISTRICT MANAGER CHILLIWACK	DCK	CHILLIWACK
00030031	DISTRICT MANAGER CLEARWATER	DCL	CLEARWATER
00105201	DISTRICT MANAGER COLUMBIA	DCO	REVELSTOKE
00030049	DISTRICT MANAGER FORT NELSON	DFN	FORT NELSON
00030045	DISTRICT MANAGER FORT ST. JAMES	DJA	FORT ST. JAMES
00133889	DISTRICT MANAGER HEADWATERS	DHW	CLEARWATER
00030025	DISTRICT MANAGER KALUM	DKM	TERRACE
00030032	DISTRICT MANAGER KAMLOOPS	DKA	KAMLOOPS
00030057	DISTRICT MANAGER KOOTENAY LAKE	DKL	NELSON
00030046	DISTRICT MANAGER MACKENZIE	DMK	MACKENZIE
00133887	DISTRICT MANAGER NADINA	DND	BURNS LAKE
00030028	DISTRICT MANAGER NORTH COAST	DNC	PRINCE RUPERT
00133883	DISTRICT MANAGER NORTH ISLAND	DNI	PORT MCNEILL
00133890	DISTRICT MANAGER OKANAGAN SHUSWAP	DOS	VERNON
00133892	DISTRICT MANAGER PEACE	DPC	DAWSON CREEK
00030042	DISTRICT MANAGER PRINCE GEORGE	DPG	PRINCE GEORGE
00030002	DISTRICT MANAGER QUEEN CHARLOTTE	DQC	QUEEN CHARLOTTE CITY
00030061	DISTRICT MANAGER QUESNEL	DQU	QUESNEL
00133893	DISTRICT MANAGER ROCKY MOUNTAIN	DRM	CRANBROOK
00133888	DISTRICT MANAGER SKEENA STIKINE	DSS	SMITHERS
00105202	DISTRICT MANAGER SOUTH ISLAND	DSI	PORT ALBERNI
00030013	DISTRICT MANAGER SQUAMISH	DSQ	SQUAMISH
00030015	DISTRICT MANAGER SUNSHINE COAST	DSC	POWELL RIVER
00030044	DISTRICT MANAGER VANDERHOOF	DVA	VANDERHOOF
00133884	REGIONAL MANAGER COAST REGION	RCO	NANAIMO
00133886	REGIONAL MANAGER NORTHERN INTERIOR	RNI	PRINCE GEORGE
00133885	REGIONAL MANAGER SOUTHERN INTERIOR	RSI	KAMLOOPS