



FTA Training

Facilitator Guide

FTA/ESF Recreation Module

*Version 5.0
October 2008*

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About the Training Session

In this topic, you will learn:

- The purpose and structure of the Recreation Tenure Management Training Session; and,
- How to effectively prepare for and deliver this session.

Purpose of this Training Session

The FTA/ESF Recreation Training Session is intended to teach participants how to effectively enter, process, and manage Recreation Tenures within FTA. This session focuses on the use of FTA as part of the overall business of managing Recreation Tenures by District and Headquarters' staff.

Training Session Learning Objectives

The objectives of this session are to ensure participants understand the business process used to administer Recreation Tenures within MoFR including the roles of District and Geomatics Staff. The flow of paperwork and the administration of a Recreation Tenure within FTA should be clear. In addition, participants should be able to complete the following tasks in FTA:

- Clear (Geomatics Staff) and Approve (District Staff) the Tenure;
- Work with Recreation Projects;
- Work with Structures;
- Work with Recreation Project Activities;
- Add Project Agreement Holders;
- Add Project Objectives;
- Add Project Defined Campsites;
- Add Trail Segments and Repair Details;
- Add Comments;
- Associate Files and Notes to the Recreation Tenure;
- Search for Recreation Tenures; and,
- Amend and Archive a Recreation Tenure.

Training Session 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

Training Session Audience

The audience for this guide includes all staff members that are responsible for Recreation functions in FTA.

Training Session Structure

This training session will be delivered primarily using the LearnLinc On-line Classroom. The session is expected to be approximately 2 hours in duration. All supporting material (Participant Guide and PowerPoint Overheads) will be available on the FTA Training Website <http://gwww.for.gov.bc.ca/his/fta/>.

The session is presentation style with demonstrations of using the software. Due to training environment constraints, no hands on exercises have been included in this session.

Delivering the Training Session

The following agenda should be used to assist facilitators with determining the timing of each topic. The times noted are to be used as a guideline and can be modified to suit class requirements.

Agenda

Topic	Time	
Introduction to the Session	5 min	
Topic 1: Understanding the Recreation Tenure Process	10 min	
Topic 2: Clearing and Approving the Tenure	10 min	
Topic 3: Working with Recreation Projects	25 min	
Topic 4: Adding Recreation Details <ul style="list-style-type: none">• Project Agreement Holders• Structures• Project Activities• Trail Segments and Repair Details• Project Objectives• Project Defined Campsites• Adding Comments	45 min	
Topic 5: Associating Files and Notes	5 min	
Topic 6: Using the Recreation Search	5 min	
Topic 7: Amending and Archiving a Recreation Tenure	5 min	
Wrap-Up	10 min	
Training Session Duration		2 hours

Preparing for the Training Session

How to Use this Facilitator Guide

This guide is to be used in conjunction with the PowerPoint Presentation file titled “FTA-ESF-Recreation-Module PPT-v4.0.ppt”. A separate Participant Guide is available for participants of this session.

This Facilitator Guide contains a summary of information included in the Participant Guide as well as additional instructional points and training tips.

It is highly recommended that facilitators read this guide and the Participant Guide to ensure they are well prepared to deliver the session.

Note: This Facilitator Guide does not include all of the information contained in the Participant Guide.

Training Icons Used

The following training icons are used to indicate cross references to tips, warnings, overheads, demonstrations, question and answer sessions, and readings.

Look for...	Denotes...
	Tip – Important information that you should pay close attention to.
	Warning – Items that you should not do or be very careful doing in FTA.
	Overhead – You should display the corresponding overhead noted.
	Demonstration – You should demonstration the task to the participants.
	Question/Answer Session – Ask participants if they have any questions about the material presented.
	Readings – You should remind participants to refer to the Participant Guide for additional topic details, information or a step by step summary.

Data to Prepare

There are demonstrations throughout this session. Please ensure the proper data is prepared for these. Please use the district that corresponds to your training district when preparing and conducting demonstrations.

Data requirements are:

Topic	Demonstration	Data
Topic 1: Understanding the Recreation Tenure Process	There is no demonstration for this topic.	Not applicable.
Topic 2: Clearing and Approving the Tenure	Demonstration A	A Recreation (Trail) file submitted to FTA via ESF which has been "cleared" but not "approved". <ul style="list-style-type: none"> • Clear this file using the District Senior Administrator Logon ID (pre demo). • Approve this file using the Recreation District Logon ID (during demo).
Topic 3: Working with Recreation Projects	Demonstration B	An approved Recreation Tenure. <ul style="list-style-type: none"> • You may use the Tenure you approved in Demonstration A. • You will need a sample "Establishment Order Document" in PDF format. • Use the Headquarters' Logon ID. This is required because the upload of the Establishment Order Document is limited to Headquarters' Users.
Topic 4: Adding Recreation Details	Demonstration C	An approved Recreation Tenure. <ul style="list-style-type: none"> • Use the Tenure from Demonstration B. • Use the Recreation District Logon ID.
Topic 5: Associating Files and Notes	Demonstration D	Two approved Recreation Tenures. <ul style="list-style-type: none"> • Tenure I: Use the Tenure from Demonstration B. • Tenure II: You will need an additional Recreation Tenure that is already in the database. It should have a status = HI and be in the same district. • Use the Recreation District Logon ID.
Topic 6: Using the Recreation Search	There is no demonstration for this topic.	Not applicable.
Topic 7: Amending and Archiving a Recreation Tenure	There is no demonstration for this topic.	Not applicable.

Preparation Checklist

The following checklist is intended to assist facilitators with the preparation for this session.

Facilitator User ID and Password for FTA	
☐	<ul style="list-style-type: none"> URL: http://testapps12.for.gov.bc.ca/fta/
☐	User ID <ul style="list-style-type: none"> District ID District Senior Administrator ID Headquarters' ID
☐	<ul style="list-style-type: none"> Password: FTA6fta6
1-2 months prior to training	
☐	Book facility to conduct the training. Ensure the facilitator's computer contains: <ul style="list-style-type: none"> Access to FTA Test Environment Access to LearnLinc PowerPoint software
1 week prior to training	
☐	Review: <ul style="list-style-type: none"> this Facilitator Guide PowerPoint Presentation Participant Guide
1-2 days prior to training	
☐	Load PowerPoint Presentation onto the Facilitator's Computer <ul style="list-style-type: none"> PowerPoint File: "FTA-ESF-Recreation-Module-PPT-v4.0.ppt"
☐	Review the Participant List to determine class size <ul style="list-style-type: none"> Note: Participants may access materials from the Online Classroom Website.
☐	Test: <ul style="list-style-type: none"> Signing in to LearnLinc Opening FTA in LearnLinc Opening the PowerPoint Presentation in LearnLinc
Day of training	
☐	Arrive early to ensure everything is running smoothly.
☐	If possible, designate another individual in the training room with you as the co-pilot. This person can help monitor text chats, etc.

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Introduction to the Session



At the end of this lesson, participants will be able to:

- Explain the objectives of this session;
- Understand the format of the training; and,
- Effectively use their Participant Guides.



Overheads

- 4.1 - 4.8

Review Session Objectives

Actions	Key Points
OH 4.1	<p>Welcome participants to the Recreation Tenure Management Training Session:</p> <ul style="list-style-type: none"> Facilitator should introduce himself/herself and provide a brief explanation of their role and experience with FTA. <ul style="list-style-type: none"> If using a co-pilot, the co-pilot should introduce himself/herself. Have each participant introduce himself/herself and include a brief explanation of their job, location, and experience with FTA.
OH 4.2	<p>Review the objectives of the session:</p> <p>The objectives of this session are to ensure participants understand the business process used to administer Recreation Tenures within MoFR including the roles of District and Geomatics Staff. The flow of paperwork and the administration of a Recreation Tenure within FTA should be clear. In addition, participants should be able to complete the following tasks in FTA:</p> <ul style="list-style-type: none"> Clear (Geomatics Staff) and Approve (District Staff) the Tenure; Work with Recreation Projects; Work with Structures; Work with Recreation Project Activities; Add Project Agreement Holders; Add Project Objectives; Add Project Defined Campsites; Add Trail Segments and Repair Details; Add Comments; Associate Files and Notes to the Recreation Tenure; Search for Recreation Tenures; and, Amend and Archive a Recreation Tenure.
OH 4.3	<p>Emphasize pre-requisite training requirements:</p> <p>Participants should complete the following prior to participating in this session:</p> <ul style="list-style-type: none"> An Orientation to MOF Business Applications Module 1.1 Overview of FTA/ESF



Warning:

If participants have not completed the pre-requisite training they may find some sections of this training challenging.

Actions	Key Points
	<p>Tip:</p> <p>Emphasize to participants that this session has been created to address training needs required for NEW users to FTA – Recreation Tenure Management functionality. Therefore, experienced users may NOT find it useful.</p>

Review Session Format

Actions	Key Points
OH 4.4	<p>Review the agenda with participants:</p> <p>Explain that the session will be approximately 2 hours long and will contain a mix of lecture and demonstrations.</p> <ul style="list-style-type: none"> • Explain that whenever possible, tasks and functions will be demonstrated using a test environment of FTA. • Explain that participants will also see “slides” of information presented.
	<p>Highlight the Test Database:</p> <p>Explain to participants that the database you are using for today’s demonstrations is a Test Database.</p> <ul style="list-style-type: none"> • Therefore, none of the data you are entering or modifying will affect the actual business of the Ministry. • In addition, this data may differ from the data in the Production Database.
OH 4.5	<p>Review Online Classroom basics:</p> <ul style="list-style-type: none"> • Try to eliminate distractions while in the class (i.e. close door, mute phone, etc.). • Question/Answer sessions will occur throughout the session to allow discussion of the material presented. Please use the “raise hand” function for questions. • Keep text chat to a minimum and focused on the course. Facilitator can see all text messages. <ul style="list-style-type: none"> o Text messaging works well if you need to get the facilitators attention. • Only one person can speak at a time. • Technical problems can not be resolved by the facilitator, so please contact David He at TM NewMedia Inc. for LearnLinc Support: <ul style="list-style-type: none"> o david.he@tmnewmedia.com o 250-475-0808
	<p>Tip:</p> <p>If participants are having trouble seeing an entire slide, they should disable their toolbar.</p> <ul style="list-style-type: none"> • This can be accomplished by accessing the “View” menu and selecting the disable toolbar option.

Actions	Key Points
	<ul style="list-style-type: none"> Warn participants that otherwise they may have to scroll to see the entire slide.
OH 4.6	FTA Website Review the FTA Website. <ul style="list-style-type: none"> This site is used to store all communication, training, and links to the FTA Application.
	Question/Answer: Ask who has used LearnLinc in the past. This will provide you with an idea of the groups comfort level in an Online Classroom.

Explore Effective Use of the Participant Guide

Actions	Key Points
OH 4.7	Direct participants to their guides: Explain that this session will review and demonstrate concepts relevant to Recreation Tenure Management. <ul style="list-style-type: none"> Concepts are explained in detail in the Participant Guide. Download the Participant Guide via the MoFR Online Classroom Registration Website or FTP Site. Eventually all training materials will reside on the FTA Website.
	Highlight FTA Modules: Explain to participants that the FTA/ESF Recreation Module is one of many modules in FTA. Other modules that have training materials developed include FTA Overview, Range Tenure Management, Range Billing, CP Postponement, Fort St. John Pilot, Roads, and Private Marks.
OH 4.8	Topic Wrap-Up Emphasize that the FTA Training Site will be a handy site to bookmark. <ul style="list-style-type: none"> Ask participants to try to use the On-Line Help to find an answer to a question prior to calling the Help Desk.
	Question and Answer Ask participants if they have any questions about the session.

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Topic 1: Understanding the Recreation Tenure Process



In this topic, participants will understand:

- Recreation Tenure Types; and,
- The Recreation Tenure Issuance Process.



Overheads:

- 4.9 – 4.19

Understanding Recreation Tenures

Actions	Key Points
OH 4.9	<p>Clarify the purpose of the topic:</p> <p>Emphasize to participants that this topic is going to discuss:</p> <ul style="list-style-type: none"> • Recreation Tenure Types; and, • The Recreation Tenure Issuance Process.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 1 of their Participant Guides.</p>
OH 4.10	<p>Explain what a “Recreation Tenure” is:</p> <p>Forest Recreation is the management of the recreational use of Crown Land in B.C. outside of parks and settled areas.</p> <ul style="list-style-type: none"> • Ministry of Tourism, Culture and the Arts has taken over the responsibility for this program. Service Agreement ensures a continuing relationship with MoFR. • Public recreation management on Crown Lands outside of parks and settled areas occurs on over 80% of the provincial land base.
OH 4.11	<p>Review Recreation Tenure Types recorded in FTA:</p> <p>Management of recreation areas of use is done through the F05-Recreation Tenure Type.</p> <p>The following Tenure Types are NO longer used:</p> <ul style="list-style-type: none"> • F01 – Wilderness Area • F02 – Untenured Area • F03 – UREP OIC Reserve • F04 – UREP Map Reserve <p>These display in FTA for historical reference only.</p> <ul style="list-style-type: none"> • Recreation files transferred from FTAS to FTA were archived and replaced by an F05 file. • You may search for historic files but you may not modify them. • Historic files reference the new Recreation Tenure ID.
OH 4.12	<p>Review Projects:</p> <p>A Recreation Tenure is further defined by a project. A project can be one of the following:</p> <ul style="list-style-type: none"> • Recreation Reserve • Recreation Site • Interpretive Forest • Recreation Trail

Actions	Key Points
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OH 4.13

Who Issues & Manages Recreation Tenures?

Recreation Tenures are usually managed at the district level.

- Each district is responsible for creating and managing its own Tenures.
- **Recreation District Staff** – complete the necessary documentation for a Tenure.
 - o District Recreation Staff will provide Geomatics Staff a map of the proposed or amended Recreation Site, Trail, or Interpretive Forest.
 - o Approving/Rejecting the Tenure
- **Geomatics Staff** – role varies by district. Role may include:
 - o Creating the Exhibit A and submitting the Tenure Application to FTA
 - o Map Reporting tasks and resolution of map conflicts
 - o Clearing the Tenure
 - o Approving/Rejecting the Tenure
 - o Liaising with District Staff

OH 4.14

How is a Recreation Tenure Created?

Data for a Recreation Tenure is uploaded to FTA via the Electronic Submission Framework (ESF).



Tip

All Recreation Tenures have a unique File ID.

- Automatically generated the first time a Recreation File is processed via ESF.
- Format is REC##### or REC#####.



Warning

A Recreation Tenure can not be added directly to FTA. It must be submitted via ESF. Upon submission, the tenure is created in FTA via a tool known as Forest Tenure Capture. Once cleared and approved, details may then be added to the Tenure using FTA.



Reading

To learn more about ESF File Requirements please visit “How is a Recreation Tenure Created?” in Topic 1 of the Participant Guide.

OH 4.15

How is a Recreation Feature Type Selected?

The Recreation Project Type is also known as a Recreation Feature Type. Recall that it can be a:

- Recreation Site
- Recreation Trail
- Interpretive Forest Site
- Recreation Reserve

District Recreation Staff must select the correct Feature Type prior to

Actions	Key Points
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forwarding the file information to District Geomatics Staff.

- Use the definitions in **Appendix A** (Definitions for Recreation Sites, Recreation Trails and Interpretive Forest Sites) of your Participant Guide.
- If the file does **NOT** meet any of these definitions then the Project Type is a Recreation Reserve.



Warning

It is important to note that you can **not** mix polygonal and linear spatial data in FTA. They must be separated into two distinct files.

For example, if a Recreation Reserve now has a Trail, originating from the Reserve, you must complete the following:

- Keep the tenure which is the Reserve in FTA as it is.
- Create a new tenure which is the Trail. Ensure that the Trail begins at the end of the Reserve so that there is not an overlap in their geography.
- Use the Associate Files function to record the tenure association between these two tenures. Associating Files is discussed in **Topic 11** of the Participant Guide.

OH 4.16

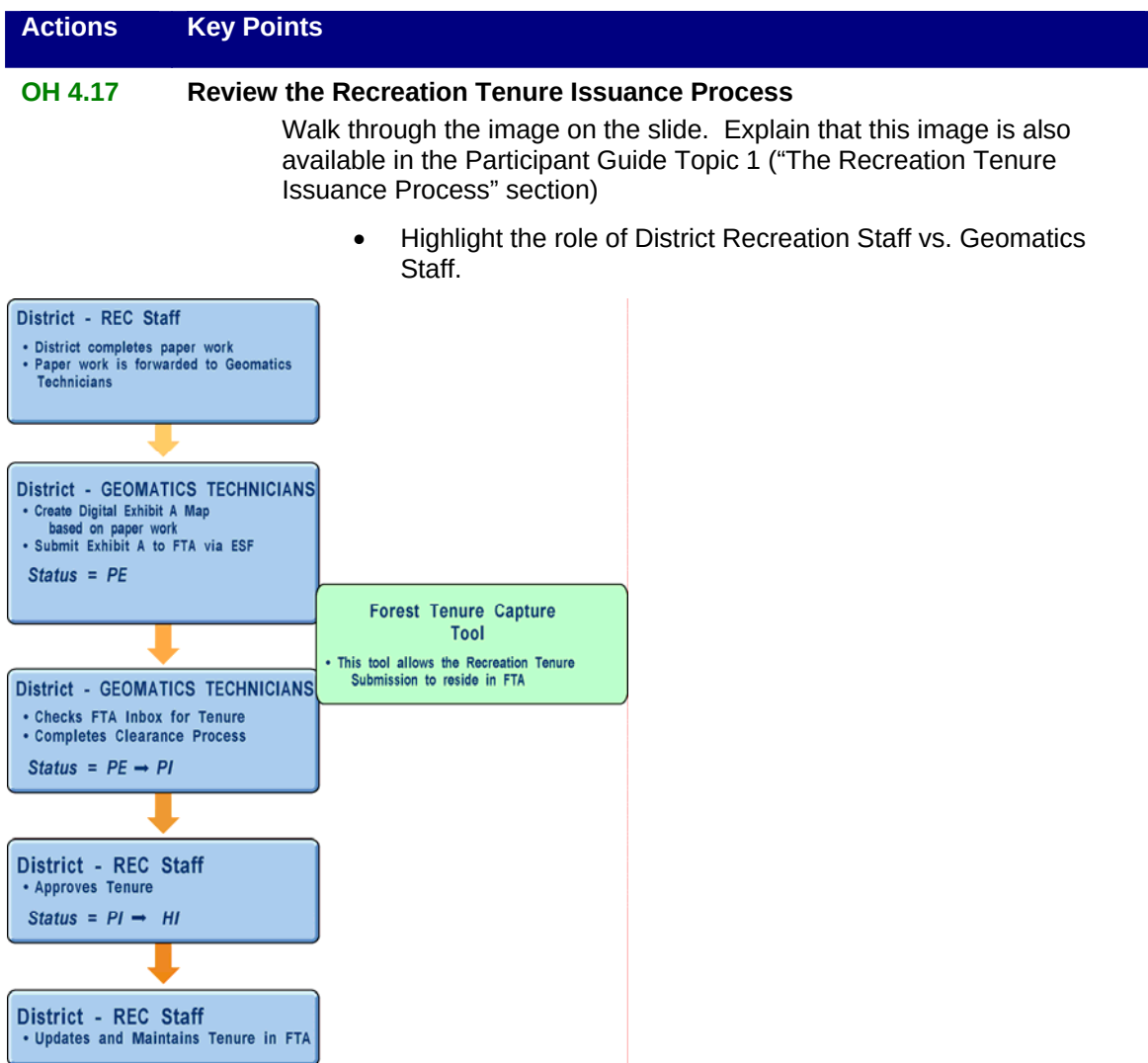
How is a Recreation Tenure Managed in FTA?

A Recreation Tenure Submission, which passes validation via ESF, will reside in the FTA Inbox. This file must be cleared and approved. Once approved, the file becomes known as a Recreation Tenure. Management of the Tenure may include adding and modifying the following:

- Project Details
- Agreement Holders
- Structures
- Activities
- Trails
- Objectives
- Defined Campsites
- Comments

Additional files and notes may also be associated with the Tenure.

The Recreation Tenure Issuance Process



OH 4.18 Understanding Tenure Status:

Explain that a Recreation Tenure always has a status assigned to it in FTA.

- The status of a Tenure reflects its state in FTA and progression through the business cycle.
- Some status changes are automatic, while others must be manually completed by the user.
- Review the status codes on the slide:
 - PE – Pending Electronic
 - PI – Pending Issuance
 - HI – Issued
 - DD – Disallowed by District
 - AR – Archived

Actions	Key Points
	Tip: Highlight that some Recreation Tenures in FTA may have additional status codes. These are historical codes which may be associated with files which have been imported into FTA from FTAS. These are no longer used for new Recreation Tenures in FTA.
	Warning: Old status codes require a data fix if you wish to change them. You can not edit or modify these via FTA.

Topic Wrap-Up

Actions	Key Points
OH 4.19	Topic Wrap-Up: Emphasize that a Recreation Tenure is File Type = F05 in FTA. <ul style="list-style-type: none">• Recreation Tenures are submitted via ESF to FTA.• The Tenure must be cleared by Geomatics Staff and Approved by Recreation District Staff.• The status assigned to a Tenure denotes its state in the business cycle. A tenure is further defined by a project. Projects can be one of: <ul style="list-style-type: none">• Recreation Site;• Recreation Trail;• Interpretive Forest Site; or,• Recreation Reserve. A Recreation Project can then include: <ul style="list-style-type: none">• Project Details• Agreement Holders• Structures• Activities• Trails• Objectives• Defined Campsites• Comments The remainder of this session will explain how to manage your Recreation Tenure in FTA.
	Question and Answer Ask participants if they have any questions about this topic.

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Topic 2: Clearing and Approving the Tenure



In this topic, participants will understand how to:

- Clear a Recreation Tenure in FTA;
- Approve/Reject a Recreation Tenure in FTA;
- Explore the Tenure Application List Page; and,
- Explore the Tenure Page.



Overheads:

- 4.20 – 4.27

Clearing and Approving the Tenure in FTA

Actions	Key Points
OH 4.20	<p>Review the Topic Objectives:</p> <p>In this topic, participants will learn how to:</p> <ul style="list-style-type: none"> • Clear a Recreation Tenure in FTA; • Approve/Reject a Recreation Tenure in FTA; • Explore the Tenure Application List page; and, • Explore the Tenure page. <p>Important Note:</p> <p>This topic will provide a “high level” overview of the above processes. These are discussed extensively during the Overview of FTA/ESF Module which is a pre-requisite to this module.</p> <p> Reading:</p> <p>Participants can find the information presented in this topic in Topic 2 of their Participant Guides.</p> <p>OH 4.21</p> <p>Clearing the Tenure</p> <p>A Recreation submission must pass validation via ESF prior to residing in FTA.</p> <ul style="list-style-type: none"> • Geomatics Staff examine the submission for any conflicts of feature types on the land base. • Once all conflicts are resolved, Geomatics staff uses the FTA300-Inbox page to clear the submission. • Both new and amended submissions must be cleared using the FTA300-Inbox page. • Once a submission is cleared: <ul style="list-style-type: none"> o The status changes from PE (Pending Electronic) to PI (Pending Issuance). o The FTA300-Inbox page will display an Unclear button in place of the Clear button. <p> Tip</p> <p>The Application purpose field can help you determine if the submission is for a new submission or an amendment to an existing submission. This field will display either:</p> <ul style="list-style-type: none"> • New; or, • Amend. <p>OH 4.22</p> <p>Approving the Tenure</p> <p>Once the submission has been successfully cleared, it is ready for approval or rejection (if required).</p> <ul style="list-style-type: none"> • Approval or Rejection of the submission is completed on the

Actions	Key Points
	<p>FTA300-Inbox page by District Recreation Staff.</p> <ul style="list-style-type: none"> • If the submission is approved: <ul style="list-style-type: none"> o The status changes from PI (Pending Issuance) to HI (Issued). o The submission no longer appears in the Inbox. • If the submission is rejected: <ul style="list-style-type: none"> o The status changes from PI (Pending Issuance) to DD (Disallowed by District). o The submission no longer appears in the Inbox.

Reviewing the Tenure Application Tab

Actions	Key Points
OH 4.23	<p>Tenure Application Tab:</p> <p>The FTA950-Tenure Application List page allows users to view attribute and spatial data which was electronically submitted into FTA.</p> <ul style="list-style-type: none"> • Click the Tenure Appl. tab to navigate to the FTA950-Tenure Application List page. • 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. • This tab is visible when you are on any of the other Tenure tabs. <ul style="list-style-type: none"> o If you are not on a Tenure tab, you must first select Tenure from the Tenure menu.



Tip:

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

OH 4.24

Tenure Application List:

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.

Reviewing the Tenure Tab

Actions	Key Points
OH 4.25	<p>Tenure Tab:</p> <p>The FTA100-Tenure page allows users to view the details of the Tenure.</p> <ul style="list-style-type: none"> Click the Tenure tab to navigate to the FTA100-Tenure 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.
OH 4.26	<p>Tenure Details:</p> <ul style="list-style-type: none"> District users will notice that all the mandatory fields are automatically populated with data based on their user logon ID. <ul style="list-style-type: none"> Headquarters' Users will be able to select the district they are working with. Details for the Project Type will be displayed. Status field indicates where the Tenure is in the business cycle.
	<p>Warning</p> <p>You will not be able to modify any data for the Tenure until the associated spatial submission has been approved.</p>
	<p>Tip</p> <p>If the status of the file is:</p> <ul style="list-style-type: none"> PE or PI the fields will be protected regardless of your role. The electronic submission has not yet been approved. HI the electronic submission has been approved and can be updated/modified.

Demonstration A: Approve a Recreation Tenure

Actions	Key Points
	<p>Demonstration - Approve a Recreation Tenure</p> <p><u>Path: Inbox>Inbox</u></p> <p>Data:</p> <p>Prior to the session, you will need to:</p> <ul style="list-style-type: none">• Submit a file via ESF for this demonstration.• Clear this file using the District Senior Administrator Logon ID (prior to the demo).• Use the Recreation District Logon ID for the demo. <p>You will use this file for many more demonstrations in this session. It is highly recommended that you record the Tenure Number:</p> <hr/> <p>Page:</p> <ul style="list-style-type: none">• FTA300-Inbox page. <p>Explain:</p> <ul style="list-style-type: none">• The tenure has been cleared. You will demonstrate how to approve the Tenure. <p>Highlight:</p> <ul style="list-style-type: none">• The Recreation Tenure is cleared by Geomatics Staff.• The Recreation Tenure is approved by District Recreation Staff. <p>Steps:</p> <ul style="list-style-type: none">• Follow the steps below.



Application Home

Forest Tenure Administration (FTA)

Search **Inbox** Tenures Private Marks Recreation Admin

Inbox

Application Home

Forest Tenure Administration (FTA)

Search **Inbox** Tenures Private Marks Recreation Admin

FTA300 Inbox

Org Unit: File ID:

Application Type:

Client Number:

File Type:

Exclude BCTS: Exclude SRM: Ex A Cleared:

ESF Date From: ESF Date To:

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

1 row return

Currently Assigned	ESF Submission	Tenure Application	Client	Exhibit A	BCTS	Job	Org	Unit					
Date	ID	Unit	File ID	Type	ID	Type	Purpose	Number	Licensee	Cleared	Map	Memo	Unit
FOR	2005-05-12	6726	DOS	REC5632	F05 - Recreation	11672	RL	New	00133890	DIST. MGR. OKANAGAN SHUSWAP (DOS)	Y	Y	NO

Map Feature Unclear APP REJ Adj Rpt Map View

Feedback Disclaimer Privacy Copyright

MINISTRY OF FORESTS

http://testgww5.for.gov.bc.ca - Forest Tenure ...

FTA300 - Inbox Confirm Approve

You may alter the default message below and press 'Ok' to confirm Approval of this submission.

Recreation REC5632 is in the process of completion. Contact the District Office once receiving this notice if you do not want the tenure sent in the mail.

Done Internet

Demonstration Notes:	
1	Navigate to the FTA300-Inbox page.
2	Note the following: <ul style="list-style-type: none"> The Org Unit defaults to your Organizational Unit. You need to select the Application Type.
3	Use the filters in the top portion of the page to filter the Inbox data to meet your needs. <ul style="list-style-type: none"> For example, if you know the specific File ID of the application you wish to work with, enter this in the File ID field.
4	Click the Go button. <ul style="list-style-type: none"> Files matching your filters are displayed in the bottom portion of the page.
5	Verify that the file is assigned to MoFR.
6	Verify that the file has been Cleared. <ul style="list-style-type: none"> The Cleared column displays a Y. An Unclear button is displayed instead of a Clear button.
7	Verify that the Exhibit A exists. There must be a Y in the Map field.
8	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.
9	Explain that: <ul style="list-style-type: none"> The Map Report (also known as Adjudication Report) can determine if conflicts exist. This is accessible by the Adj Rpt button. Spatial components may be viewed using Map View. Explain that users can click the Map View button to open Map View. If a complex conflict exists and you require assistance with the review then assign the application to MoAL. Monitor the Inbox for the assignment to be returned to FOR.
10	Click the APP button to approve the submission.
11	The Inbox Confirm Approve pop-up page is displayed. Click the OK button. <ul style="list-style-type: none"> Note: Explain that the confirmation text can be modified if required.

Topic Wrap-Up

Actions	Key Points
OH 4.27	<p data-bbox="451 428 646 459">Topic Wrap-Up</p> <ul style="list-style-type: none"><li data-bbox="623 470 1414 533">• The ESF Application details can be examined on the FTA950-Tenure Application page.<li data-bbox="623 541 1403 604">• The FTA300-Inbox page is used to clear and approve/reject a tenure.<li data-bbox="623 613 1414 676">• The FTA100-Tenure page can be used to examine the Tenure details.



Question and Answer

Ask participants if they have any questions about this topic.

FTA Facilitator Guide –



FTA/ESF Recreation Module

Topic 3: Working with Recreation Projects



In this topic, participants will learn:

- What Recreation Project Types may be entered; and,
- How to enter Recreation Project details in FTA.



Overheads:

- 4.28 – 4.32

Understanding Recreation Project Types

Actions	Key Points
OH 4.28	<p>Review the Topic Objectives:</p> <p>In this topic, participants will learn:</p> <ul style="list-style-type: none"> • What Recreation Project Types may be entered; and, • How to enter Recreation Project Details in FTA.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 3 of their Participant Guides.</p>
OH 4.29	<p>Review Project Types:</p> <p>A Recreation Project can be one of the following types:</p> <ul style="list-style-type: none"> • Recreation Reserve • Recreation Trail • Recreation Site • Interpretive Forest <p>A Project Type of Trail, Site, or Interpretive Forest is set for the duration of the tenure. A tenure which is a project type of Recreation Reserve may be modified to one of the other 3 project types based on the definitions provided in Appendix A of the Participant Guide.</p>
	<p>Tip:</p> <p>The terms Feature Type and Project Type can be used interchangeably when discussing Recreation Tenures.</p>
OH 4.30	<p>Review the FTA Recreation Project Information Tabs:</p> <p>FTA can be used to record various information associated with a project.</p> <ul style="list-style-type: none"> • For a Recreation Reserve, only input data on these tabs (as required): <ul style="list-style-type: none"> o Project o Objectives o Comments • For a Rec Site, Trail, and Interpretive Forest <ul style="list-style-type: none"> o Input data on all FTA Recreation Project Tabs (as required)
OH 4.31	<p>Review the FTA701-Recreation Project Details Page:</p> <p>Explain that in the next demo, you will show the FTA701-Recreation Project Details page. This page is made up of the following sections:</p> <ul style="list-style-type: none"> • Tenure – allows selection of the Tenure. • Project – allows entry of Project details and ability to access the project in Map View. • Recreation District – allows indication of the district responsible

Actions	Key Points
	for the Recreation Tenure.
	<ul style="list-style-type: none">• Fee – allows entry of Fee types.• Access – allows selection of mode of access to the Project.• Establishment Order – allows the upload and viewing of up to four Establishment Order documents for the Project.

Demonstration B: Examine a Recreation Project

Actions	Key Points
	<p>Demonstration - Examine a Recreation Project</p> <p><u>Path: Recreation>Recreation Project</u></p> <p>Data:</p> <p>Prior to the session, you will need:</p> <ul style="list-style-type: none">• An approved Recreation Tenure.<ul style="list-style-type: none">◦ You may use the Tenure you approved in Demonstration A.• A sample Establishment Order Document in PDF format.• Use the Headquarters' ID. <p>You will use this file for many more demonstrations in this session. It is highly recommended that you record the Tenure Number:</p> <hr/> <p>Page:</p> <ul style="list-style-type: none">• FTA701-Recreation Project Details page. <p>Explain:</p> <ul style="list-style-type: none">• The tenure has been cleared and approved.• You will demonstrate how to add Project Details. <p>Highlight:</p> <ul style="list-style-type: none">• The Headquarters' ID is being used because you want to demonstrate how to upload an Establishment Order Document (and only Headquarters' staff can do this). Normally, all other data is entered by District Recreation Staff. <p>Steps:</p> <ul style="list-style-type: none">• Follow the steps below.

FTA701 - Recreation Project Details

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

File: REC19234  **Go** **Status:** HI - Issued **As of:** 2008-05-15
Type: F05 - Recreation **Admin Org:** DNI - North Island - Central Coast Forest District

Project

Project Name:	Oceanside Park Trail	Project Type:	Recreation Trail	Associated Files Exist:	N
Project Established Date:	2008-05-01 	Recreation Webmap:	No 		
Right of Way width(m):	3	Risk Rating:	L - Low 	Significant Recreation Feature:	
Total Trail Length(km):	.568	Total Area(ha):	0	User Days:	OK - < 1000 
Defined Campsites:	0	Overflow Campsites:		Controlled Access Type:	G - Gated 
UTM Zone:		UTM Easting:		UTM Northing:	
Last Rec Inspection Date:	2008-05-02 	Last C&E Inspection Date:		Last Hazard Tree Assess Date:	
Archaeological Impact Assessment:	N 	Maintenance Standard:	M - Maintained to Standard 	Resource Feature (Y/N):	Y  *
Site Description:	Walking trail along ocean.				
Site Location:	Trail starts at lighthouse.				

[Map View](#)
[Save](#)

Demonstration Notes – Enter Project Information

1	<p>Enter the File Number in the File field and click the Go button. The following fields will be automatically displayed:</p> <ul style="list-style-type: none"> • Project Type: Displays the Project Type as Interpretive Forest, Recreation Reserve, Recreation Site, or Recreation Trail. • Status: Displays the status of the Tenure. • Admin Org: Displays the Administrative Organizational Unit of the Tenure. • As of Date: Enter the date the project is effective. • Total Length: Displays the length for the Project (e.g. Length of trail for Recreation Trail Projects). • Total Area: Displays the Total Area of the Project (e.g. Area of campsite). • Resource Feature (Y/N): Indicate Y if a Recreation Tenure has been identified as a Resource Feature under the Government Actions Regulation.
2	Enter a unique name for the project in the Project Name field. <Enter any name>
3	<p>Enter any additional details relevant to your project. Remind learners that these fields are all explained in Topic 3 of your Participant Guide. For the demo, enter:</p> <ul style="list-style-type: none"> • Project Established Date <Any Date>. This is the legal date

Demonstration Notes – Enter Project Information	
	<p>on which the recreation site, trail, or interpretive forest is established. Only Headquarters' Users (e.g. Branch) may enter/modify this date.</p> <ul style="list-style-type: none"> • Recreation WebMap <Yes>. A user could set this to Yes if he/she wanted the Recreation Project displayed spatially in Recreation WebMap. The following will also be displayed on the Recreation WebMap if this field is set to yes: <ul style="list-style-type: none"> o Site Location entered on this page (FTA701-Recreation Project Details page); o Comments entered on the FTA708-Recreation Comments page; and, o Agreement Holder Name and Telephone Number entered on the FTA702-Recreation Project Agreement Holders page. • Right of Way Width (m) <3>. Used only for trails. • Risk Rating <L-Low>. Use the Recreation Site Risk Rating Form Excel Spreadsheet to calculate this. See Appendix E of your Participant Guide. • User Days <OK-< 1000>. This is the annual number of days the project is utilized. • Controlled Access Type <G-Gated>. This is the type of access to the project. • Last Rec Inspection Date <Any Date>. This is the date this project was last inspected. • Archaeological Impact Assessment <N>. Indicates whether or not an Archaeological Impact Assessment has been completed for this project. • Maintenance Standard <M – Maintained to Standard>. Indicates how the project is maintained. • Site Description <Use any>. The description will appear on Recreation WebMap. • Site Location <Use any>. Geographic name associated with the site location. This will assist users in searching for the project on the Recreation WebMap.
	Click the Save button to save the project information entered.
	<p>To examine the project spatially, click the Map View button. The Map View application will open in a separate window with your project displayed. Map View allows you to view tenure and geomatics related information. You may return to your FTA session by closing, or minimizing, the Map View application.</p> <p>To learn more about Map View use the Tutorial or Help feature in the Map View application.</p>
	Older Recreation Projects may not have spatial data attached. These files will not display in Map View.

Demonstration Notes – Enter Project Information



The **Associated Files Exist** field will display a **Y** if there have been other files associated with this Recreation Project. To examine these files, click the **Y** hyperlink. You will be navigated to the **FTA910-Associated Files** page. Associated Files are discussed in more detail in **Topic 11: Associating Files and Notes** of this guide.

Recreation Districts

Recreation District Add District

Recreation Boundary - Sunshine Coast/South Island Remove District

Demonstration Notes – Enter Recreation District

1	Use the Recreation District drop list to select the district that is responsible for this Recreation Tenure. <Select the district you are working in>.
2	Click the Add District button. The Recreation District displays below the drop list field. If you selected a Recreation District in error then click the Remove District button.

Fees

Fee Type	Amount	Start Date	End Date	Days	
 *	 *	 	 	M Tu W Th F Sa Su ☐ ☐ ☐ ☐ ☐ ☐ ☐	Save Cancel
P - Parking	5.00	2008-07-01	2008-08-31	☒ ☒ ☒ ☒ ☒ ☒ ☒	Update Delete

Demonstration Notes – Enter Fees

1	Select the Fee Type as <P-Parking>.
2	Enter the Amount as <\$5.00>
3	Enter the Start Date and End Date that the fee applies to. <Use any dates>.
4	Select the Days of the week the fee applies to. <Use any days>. <ul style="list-style-type: none"> The days selected for a given fee must be valid within the specified date range. Days for the same fee type with overlapping date ranges cannot contain entries for the same fee days for a project.
5	Click the Save button. The fee entered displays below the data entry fields. You may click the: <ul style="list-style-type: none"> Update button to modify the fee data. Once clicked, the corresponding row of fee data displays in the editable fields. Delete button to remove the fee data. Once clicked, the row of fees is removed from FTA.

Access

Access Type Access Sub Type

Demonstration Notes – Enter Access Information

1	Select the mode of access to the Recreation Project by using the Access Type drop list. Select <R-Road>
2	Use the Access Sub Type drop list to further define the access to the area. Select <2 Wheel Drive>.
3	Click the Save button. The access information displays below the data entry fields. <ul style="list-style-type: none"> Use the Delete button if you enter incorrect access information. Clicking this button removes the row of access information from FTA.
	There are times when you may wish to add more than one access type. FTA will allow you to enter multiple Access Types.

Establishment Order

Attach Establishment Order

Demonstration Notes – Upload Establishment Order Document

1	Click the Browse button to locate an Establishment Order document, for this project, on your local drive. The Establishment Order document must be in PDF Format and may not exceed 2MB in size. Use <the sample provided>.
2	Click the Save button to upload the Establishment Order document to FTA. Only Headquarters' Users (e.g. Branch) may upload this document. All other users may view this document.
	<p>Understanding Establishment Order Documents</p> <p>The Establishment Order document is a legal document which identifies the following:</p> <ul style="list-style-type: none"> legal establishment date; and, geographical location <p>of the site, trail, or interpretive forest for a Recreation Project.</p> <p>Once the Establishment Order document has been uploaded, the document</p>

Demonstration Notes – Upload Establishment Order Document	
	cannot be modified or deleted; however, FTA will allow the upload of up to three more versions of the document for each Recreation Project.
	Warning—No LRDW Replication Establishment Order documents are NOT replicated to the Land and Resource Data Warehouse.

Topic Wrap-Up

Actions	Key Points
OH 4.32	Topic Wrap-Up <p>A Recreation Project can be one of the following types:</p> <ul style="list-style-type: none"> • Recreation Reserve • Recreation Trail • Recreation Site • Interpretive Forest <p>All Project Types are set for the duration of the Tenure except Recreation Reserve.</p> <p>Project Details are captured on the FTA701-Recreation Project Details page. This page:</p> <ul style="list-style-type: none"> • Shows Tenure Information; • Captures: <ul style="list-style-type: none"> o Project Details; o Recreation District; o Fees; o Access Information; and, o Establishment Order(s). <div>  <p>Question and Answer Ask participants if they have any questions about this topic.</p> </div>

FTA Facilitator Guide –



FTA/ESF Recreation Module

Topic 4: Adding Project Details



In this topic, participants will learn about Project:

- Agreement Holders;
- Structures;
- Activities;
- Trail Segments;
- Objectives;
- Defined Campsites; and,
- Comments.



Overheads:

- 4.33 – 4.49

Understanding Project Details

Actions	Key Points
OH 4.33	<p>Review the Topic Objectives:</p> <p>In this topic, participants will learn about Project:</p> <ul style="list-style-type: none"> • Agreement Holders; • Structures; • Activities; • Trail Segments; • Objectives; • Defined Campsites; and, • Comments. <p> Reading:</p> <p>Participants can find the information presented in this topic in Topic 4-10 of their Participant Guides.</p>
OH 4.34	<p>What is an Agreement Holder?</p> <p>Recreation Projects may have one or more Agreement Holders.</p> <ul style="list-style-type: none"> • Agreement Holders are individuals who are working on behalf of the government to manage the Recreation Project. • An Agreement Holder may be responsible for the Recreation Project for the duration of the project or for a set timeframe during the project. <p>There is no maximum number of Agreement Holders and many Agreement Holders may be responsible for a project at a given time. There are also situations where a project may not have an Agreement Holder.</p> <p> Tip</p> <p>An Agreement Holder must exist in the CLIENT System. You will need to know the Agreement Holder's Client Number.</p> <p>If you do not know the Client Number you may access the SIL21-Client Search page by clicking the Search button adjacent to the Client Number field on the FTA702-Recreation Project Agreement Holders page.</p>
OH 4.35	<p>Where are Agreement Holders Entered?</p> <p>Agreement Holders are entered on the FTA702-Recreation Project Agreement Holders page.</p> <ul style="list-style-type: none"> • Access by clicking the Agreement Holder tab. • On this page, you can: <ul style="list-style-type: none"> o Enter, Update, Delete or View Agreement Holders. o Note that when you are using the delete function, you are only deleting the association of the Agreement Holder with the Recreation Project. You are not deleting the Agreement Holder from the CLIENT System.

Actions	Key Points
	<p>Tip</p> <p>If you select a Deactivated Client as an Agreement Holder, you will receive a warning message. It is highly recommended that you do NOT select a Deactivated Client as an Agreement Holder.</p>
	<p>Tip</p> <p>The Agreement Holder Name and Telephone Number will be displayed on the Recreation WebMap if the Recreation WebMap field is set to Yes on the FTA701-Recreation Project Details page.</p>
	<p>Warning</p> <p>You may not modify the following details in FTA. These must be modified in the CLIENT System:</p> <ul style="list-style-type: none"> • Client Type; • Last Name; • First Name; • Address; • City; • Postal Code; and, • Phone Number.
OH 4.36	<p>What are Recreation Structures?</p> <p>Recreation Structures are the physical structures that are found within a Recreation Tenure. There are a number of common structures found on Tenures throughout the province. For example:</p> <ul style="list-style-type: none"> • Boat Launches; • Boardwalks; • Litter Barrels; • Tables; and, • Signs.
	<p>Reading</p> <p>Participants should refer to Appendix B: Structure Dimension Combinations in their Participant Guides for a complete listing of structures and their attributes.</p>
	<p>Tip</p> <p>Recreation Trail, Trail Segment(s), and their associated repair details are tracked on the FTA705-Recreation Trail Segments page. To learn more about this page, refer to Topic 7: Adding Trail Segments and Repair Details in your Participant Guide.</p>
OH 4.37	<p>Where are Recreation Structures Entered?</p> <p>Recreation Structures are entered on the FTA703-Recreation Project Structures page.</p> <ul style="list-style-type: none"> • Access by clicking the Structures tab. • There are two sections on the page: <ul style="list-style-type: none"> o Structure Details; and

Actions	Key Points
---------	------------

- o Structure Rollup.

- A user may enter, modify, delete or view structure details.

OH 4.38

What are Recreation Project Activities?

A Recreation Project may have one or more activities associated with it. Activities define the use for the geographic area of the Recreation Project. Some examples of activities include:

- Angling;
- Swimming & Bathing;
- Canoeing;
- Ski Touring; and/or
- Mountain Biking.

OH 4.39

Ranking Activities

Activities within a Recreation Project will need to be ranked. For example, the primary activity might be angling, while the secondary activity might be canoeing. There may be a third activity of swimming & bathing occurring. The ranks would be as follows:

- 1-Angling
- 2-Canoeing
- 3-Swimming & Bathing



You must rank activities 1, 2, and 3. If you enter:

- One Activity: it must have a rank of 1.
- Two Activities: they must be ranked 1 and 2.
- Three Activities: they must be ranked 1, 2 and 3.
- Four Activities or more: it is optional if you wish to rank these beyond the first three.
-

OH 4.40

Where are Recreation Activities Entered?

Recreation Activities are entered on the **FTA704-Recreation Project Activities** page.

- Access by clicking the **Activities** tab.
- On this page, you can:
 - o Select the Activities; and,
 - o Rank the Activities.
- A user may enter, modify, or view activity details.



Warning

Remember that you must rank the first three activities. It is optional to rank additional activities. Activities can **not** have duplicate rank numbers.

OH 4.41

What are Trail Segments and Repair Details?

- Within a trail, site, or interpretive forest there are smaller trails

Actions	Key Points
	<p>known as trail segments</p> <ul style="list-style-type: none"> • Trails and trail segments may require repair • FTA can be used to record <ul style="list-style-type: none"> o Trail repairs to whole project trails o Trail repairs to trail segments
OH 4.42	<p>Where are Trail Segments and Repair Details Entered?</p> <p>Trail Segments and repairs are entered on the FTA705- Recreation Trail Segments page</p> <ul style="list-style-type: none"> • Access by clicking Trails tab • Use to enter, update, cancel, delete or view trail segments and their associated repair details
OH 4.43	<p>What are Project Objectives?</p> <p>A Recreation Project may have one or many Project Objectives associated with it.</p> <ul style="list-style-type: none"> • These objectives help the Agreement Holders understand the purpose of the Recreation Project. • Objectives may change over time. • It is important to understand that Project Objectives may also be amended or cancelled.
OH 4.44	<p>Where are Project Objectives Entered?</p> <p>Project Objectives are tracked on the FTA706-Recreation Project Objectives page.</p> <ul style="list-style-type: none"> • Access by clicking the Objectives tab. • On this page you may enter, update, delete, or view objectives.
	<p>Recreation Project Details vs. Project Objective Details</p> <p>All data entered on this page applies to the objective(s) for the Recreation Project. If you wish to enter information for the Recreation Project (e.g. Project Established Date), you must visit the FTA701-Recreation Project Details page. Please refer to Topic 3: Working with Recreation Projects, of your Participant Guide, for additional information about the FTA701-Recreation Project Details page.</p>
	<p>Cancel vs. Delete</p> <p>If you wish to keep a copy of the record (for historical purposes) then you should use the Cancel option; otherwise, use the Delete option to permanently remove the Objective from this project.</p>
OH 4.45	<p>What are Project Defined Campsites?</p> <p>A Recreation Project may include a Campsite.</p> <ul style="list-style-type: none"> • To be considered a Defined Campsite, the campsite must meet the criteria for an Excellent or Good rated campsite. See Appendix C of the Participant Guide (“Defined Campsite Criteria”) for definitions. <p>It is useful to track each Defined Campsite and any remedial repairs</p>

Actions	Key Points
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associated with the Campsite(s).

OH 4.46

Where are Project Defined Campsites Entered?

Project Defined Campsites are tracked on the **FTA707-Defined Campsites** page.

- Access by clicking the **Defined Campsites** tab.
- This page consists of three sections:
 - o Populate – only available the first time you visit the page. Allows you to enter the quantity of campsites.
 - o Campsite Details – allows you to enter remedial repairs and their associated costs and completed dates for each campsite.
 - o Campsite Repair History – allows you to view the information entered in the Campsite Details section.
- Use this page to enter, update, delete or view campsites and their associated remedial repairs.

OH 4.47

What are Project Comments?

A Recreation Project can have comments including:

- General Project Details
- Driving Directions
- Project Closure Information

Comments entered in FTA will be available on the **Recreation WebMap** (http://www.tsa.gov.bc.ca/sites/trails/finding/launch_interactive_map.htm) if you have set the **Recreation WebMap** field to **Yes** on the **FTA701-Recreation Project** page. Remember, Recreation WebMap is accessed by the public; therefore, always ensure that comments are entered accurately and professionally.

OH4.48

Where are Project Comments Entered?

Project Comments are entered on the **FTA708-Recreation Comments** page.

- Access by clicking the **Comments** tab.
- This page consists of three sections:
 - o Project Description – enter a description of the project and the date the description was entered.
 - o Driving Directions – enter a description of the driving directions to the location of the project and the date the directions were entered.
 - o Closure – indicate whether or not the project has been closed, a description of the closure and the date of the actual closure.



Tip

All files are subject to the *Freedom of Information and Protection of Privacy Act*.

Demonstration C: Adding Project Details

Actions	Key Points
	<p data-bbox="467 394 967 426">Demonstration - Adding Project Details</p> <p data-bbox="561 436 1117 468"><u>Path: Recreation>Recreation Project</u></p> <p data-bbox="561 552 630 573">Data:</p> <ul data-bbox="634 600 1136 667" style="list-style-type: none">• Use the Tenure from Demonstration B.• Use the Recreation District Logon ID. <p data-bbox="561 701 634 732">Page:</p> <ul data-bbox="634 749 1305 1018" style="list-style-type: none">• FTA702-Recreation Project Agreement Holders page• FTA703-Recreation Project Structures page• FTA704-Recreation Project Activities page• FTA705-Recreation Trail Segments page• FTA706-Recreation Project Objectives page• FTA707-Defined Campsites page• FTA708-Recreation Comments page <p data-bbox="561 1052 667 1083">Explain:</p> <ul data-bbox="634 1100 1386 1199" style="list-style-type: none">• In the last demonstration you examined the Project tab.• In this demonstration you will show how other details can be associated with the project. <p data-bbox="561 1232 686 1264">Highlight:</p> <ul data-bbox="634 1281 1268 1312" style="list-style-type: none">• The District Recreation Staff perform this function. <p data-bbox="561 1346 643 1377">Steps:</p> <ul data-bbox="634 1394 956 1425" style="list-style-type: none">• Follow the steps below.

Application Home

Forest Tenure Administration (FTA)

Search | Inbox | Tenures | Private Marks | Recreation | Admin

Tenure | CPMark | Out Block | Assoc. Files | Assoc. Client | AAC | Sale Info | Tenure Appl. | Notes

G.Rotation | H.Rotation | Coy Rotation | TL Blk | CP/CR Amend | Rec Project | Scdn/Vranch | Road History

Project | Agreement Holder | Structures | Activities | Objectives | Defined Campsites | Trails | Comments

FTA702 - Recreation Project Agreement Holder

Back | Back To Search

File: REC19234 Status: HI - Issued As of: 2008-05-15
 Type: F05 - Recreation Admin Org: DNI - North Island - Central Coast Forest District

Project Name: Oceanside Park Trail Project Type: Recreation Trail

1 rows returned

Client Type	Client Number	Client Last Name	First Name	Address
Corporation	00106134 00	CREEKSIDE RESOURCES INC.		P.O. BOX 605
MT. CURRIE	V0N2K0		2008-05-31	2008-09-30

City: Postal Code: Phone: Start Date: End Date: Save Cancel Update Delete

Back

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Demonstration Notes: Add an Agreement Holder

1	<p>Navigate to the FTA702-Recreation Project Agreement Holders page by clicking the Agreement Holders tab. Explain that you will now add an Agreement Holder for this project.</p> <ul style="list-style-type: none"> Enter a Client Number <00106134 00>. Highlight the fields which were automatically populated (e.g. Client Type, Client/Last Name, First Name, Address, City, Postal Code, Phone Number). Highlight that there is a Search button if the user does not know the Client Number.
2	<p>Enter the Start Date that this Agreement Holder began managing this project on <Enter any date after the Project Established Date>.</p>
3	<p>Enter the End Date that this Agreement Holder will finish managing the project on <Enter any future date>.</p>
4	<p>Click the Save button. Highlight:</p> <ul style="list-style-type: none"> The agreement holder details display below the data entry fields. The details occupy 2 rows per client. A user can Update or Delete the agreement holder information by using the corresponding buttons.

Tenure
CP/Mark
Out Block
Assoc. Files
Assoc. Client
AAC
Sale Info
Tenure Appl.
Notes

G Rotation
H Rotation
Cpy Rotation
TL Blk
CP/CB Amend
Rec Project
Scn/Branch
Road History

Project
Agreement Holder
Structures
Activities
Objectives
Defined Campsites
Trails
Comments

FTA703 - Recreation Project Structures

Back
Back To Search

File: REC19234
Type: F05 - Recreation

Status: HI - Issued
Admin Org: DNI - North Island - Central Coast Forest District

As of: 2008-05-15

Project Name: Oceanside Park Trail
 Project Type: Recreation Trail

Structure Details

Select a Structure Type:

Bench

*

Structure Value (\$/unit): 200

Name	Count	Length (m)	Width (m)	Area (m ²)	Defined Campsite	Actual Remedial Repair Value Code:	Repair Completed Date:	Estimated Repair Cost(\$):	
<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<input type="text"/>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Benches at entrance to trail	2					400.00 MI	2008-05-02	25.00	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Bench at trail mid point	1					200.00 MI	2008-05-02	15.00	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Total:						600.00			

Structure Rollup

Structure Type	Total Count	Total Length (m)	Total Width (m)	Total Area (m ²)	Total Value	Total Estimated Repair Cost(\$)
Bench	3				600.00	40.00
Gate - Single	1				1500.00	
Litter Barrel - Bear Proof Single	1				1000.00	
Total Value:					3100.00	

Demonstration Notes: Adding Recreation Project Structures

1	<p>Navigate to the FTA703-Recreation Project Structures page by clicking the Structures tab.</p> <ul style="list-style-type: none"> Highlight that the File field displays the Recreation File ID from the last demonstration. Using the Select a Structure Type field, select <Bench>. Note: An * denotes Structure Types which are expired. You will not be able to add Structure Types which are expired to your Recreation Project.
2	<p>Enter a unique name for the structure in the Name field. Enter <Benches at entrance to trail>.</p> <ul style="list-style-type: none"> This field is particularly useful when you are entering the same Structure Type more than once. For example, perhaps there is a second bench that is "Bench at mid trail".
3	<p>Explain that the Tab key can be used to navigate to the next field. Enter the Count as <2>.</p>
4	<p>Explain that each Structure Type has various attributes.</p> <ul style="list-style-type: none"> These are pre-defined and are available in Appendix B of the

Demonstration Notes: Adding Recreation Project Structures	
	<p>Participant Guide.</p> <ul style="list-style-type: none"> FTA will not allow you to enter attributes that are not applicable to the structure you have selected. In this case, you will not enter length, width or area as these attributes are not applicable to a bench. If the structure is associated with a specific campsite then this can be selected using the Defined Campsite drop list. The Defined Campsite drop list is populated by the campsites entered on the FTA707-Defined Campsites page.
5	<p>Enter the Actual Value of any repairs to this structure if the value differs from the default value. In the demo, leave this field <blank>.</p> <ul style="list-style-type: none"> Later, when you save the data, the default value will be automatically calculated. In this example, the default value for a bench is \$200.00 so this value will show \$400.00 for the entry of 2 benches. Default values are also available in Appendix B of the Participant Guide.
6	<p>Select the Remedial Repair Code to identify the type of repair that is required for the structure. In this example, enter <MI – Minor Repair>.</p> <ul style="list-style-type: none"> Highlight to learners that an explanation of each repair code is found in Topic 5 of their Participant Guide.
7	<p>Enter the Repair Completed Date as <Any date after the Project Established Date>. This is the date on which the structure repair was completed.</p>
8	<p>Enter the Estimated Repair Cost (\$) as <\$25.00>. This is the estimated cost of repairing the structure.</p>
9	<p>Click the Save button.</p> <ul style="list-style-type: none"> The entry will display beneath the data entry fields. An entry for the Structure Type will also display in the Structure Rollup section of the page. If this Structure Type already exists in the Structure Rollup section, then the Total Count field and all other applicable fields are increased to reflect the additional structure.
10	<p>Repeat the above steps and enter a second bench with the following:</p> <ul style="list-style-type: none"> Name = Bench at trail mid point. Count = 1 Remedial Repair Code = MI – Minor Repair Repair Completed Date = Any date after the Project Established Date Estimated Repair Cost (\$) = \$15.00 <p>Highlight that the Structure Rollup Section now shows the following for Benches:</p> <ul style="list-style-type: none"> Total Count = 3 Total Value = \$600 Total Repair Cost = \$40.00
11	<p>Demonstrate that if you use the Select a Structure Type field to select a different</p>

Demonstration Notes: Adding Recreation Project Structures

structure, the **Bench** entries in the top portion of the form disappear.

- Using the Select a Structure Type field, select <Litter Barrels>.

Explain that if you wish to examine the Bench details again:

- Using the **Select a Structure Type** field, select <Bench>.
- Highlight that updates or deletions can be made for each Bench by using the corresponding buttons.

Application Home Forest Tenure Administration (FTA)

Search Inbox Tenures Private Marks Recreation Admin

Tenure CPMark Out Block Assoc. Files Assoc. Client AAC Sale Info Tenure Appl. Notes

G.Rotation H.Rotation Coy.Rotation TL.Blk CP/CB Amend Rec Project Sctn.Vranch Road History

Project Agreement Holder Structures Activities Objectives Defined Campsites Trails Comments

FTA704 - Recreation Project Activities

Back Back To Search

File: REC19234 Status: HI - Issued As of: 2008-05-15
Type: F05 - Recreation Admin Org: DNI - North Island - Central Coast Forest District

Project Name: Oceanside Park Trail Project Type: Recreation Trail

Please rank the top three selected activities.

Activity Type	Rank	Activity Type	Rank	Activity Type	Rank
☐ Angling		☐ Hunting		☐ Ski Touring	
☒ Beach Activities		☐ Icefishing		☐ Skiing	
☐ Boating		☐ Kayaking		☐ Snowmobiling	
☐ Camping		☐ Mountain Biking		☐ Snowshoeing	
☐ Canoeing		☐ Mountaineering		☒ Swimming & Bathing	
☐ Caving		☐ Nature Study		☐ Trail Bike Riding - Motorized	
☐ Climbing		☐ Orienteering		☒ Viewing	3
☐ Four Wheel Driving		☒ Picnicking	2	☐ Water Skiing	
☐ Gathering & Collecting		☐ Rafting		☐ Wildlife Viewing	
☒ Hiking	1	☐ Sailing		☐ Windsurfing	
☐ Horseback Riding		☐ Scuba or Skin Diving		☐ Other (see Note attached to File)	

Save

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Demonstration Notes: Adding Recreation Project Activities

1

Navigate to the **FTA704-Recreation Project Activities** page by clicking the **Activities** tab. Explain that you will now select and rank activities associated with the project.

- Click the box next to <Hiking> so that it displays a check-mark.
- Enter a <1> in the **Rank** field.

2

Select another activity.

- Click the box next to <Picnicking> so that it displays a check-mark.
- Enter a <2> in the **Rank** field.

Demonstration Notes: Adding Recreation Project Activities

3	<p>Select another activity.</p> <ul style="list-style-type: none"> Click the box next to <Viewing> so that it displays a check-mark. Enter a <3> in the Rank field.
4	<p>Select another activity.</p> <ul style="list-style-type: none"> Click the box next to <Beach Activities> so that it displays a check-mark. Do NOT enter a number in the Rank field. Explain that it is optional to rank activities beyond the first three. Highlight that an activity can be de-selected by clicking on the box with the checkmark.
5	<p>Click the Save button.</p>

FTA705 - Recreation Trail Segments

File: REC19234
Type: F05 - Recreation

Status: HI - Issued
Admin Org: DNI - North Island - Central Coast Forest District

As of: 2008-05-15

Project Name: Oceanside Park Trail

Project Type: Recreation Trail

Segment Name	Start Station	End Station	Remdial Repair Code	Estimated Repair Cost (\$)	Actual Repair Cost (\$)	Repair Complete Date	Wheelchair Accessible	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<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"/>
Start to mid-way bench	0	284	Minor Repairs	50	48	2008-05-15	Yes	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Mid-way bench to end	284	568	Minor Repairs	100	90	2008-05-16	Yes	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Demonstration Notes: Adding Recreation Trail Segments

1	<p>Navigate to the FTA705-Recreation Trail Segments page by clicking the Trails tab. Explain that you will now enter trail segments and their associated repair details.</p> <ul style="list-style-type: none"> Use the Segment Name field to enter a name for the trail segment. Enter <Start to mid-way bench>.
2	<p>Enter the Start Station of the trail segment. Enter <0>.</p> <ul style="list-style-type: none"> Note: Segments are measured in meters. FTA allows the overlapping of start stations for the same trail.
3	<p>Enter the End Station of the trail segment. Enter <500>.</p> <ul style="list-style-type: none"> Note: Segments are measured in meters. FTA allows the overlapping of end stations for the same trail.

Demonstration Notes: Adding Recreation Trail Segments	
4	<p>Select the Remedial Repair Code for the repair to this trail segment from the drop list. Enter <MI-Minor Repairs>.</p> <ul style="list-style-type: none"> Explain that these codes are described in Topic 7 of the Participant Guide.
5	<p>Enter the Estimated Repair Cost (\$). This is the estimated cost of repairing the trail segment. Enter <50>.</p>
6	<p>Enter the Actual Repair Cost (\$). This is the actual cost of repairing the trail segment. Enter <48>.</p>
7	<p>Enter the Repair Complete Date. This is the date the repair was completed for the trail segment. Enter <Any date after the Project Established Date>.</p>
8	<p>Using the Wheelchair Accessible drop list, indicate whether or not the trail is accessible by wheelchair. Enter <Yes>.</p>
9	<p>Click the Save button. The trail segment details are displayed below the data entry fields.</p>
10	<p>Repeat the above steps and enter a second trail segment with the following:</p> <ul style="list-style-type: none"> Segment Name = Mid-way bench to end. Start Station = 500 End Station = 1000 Remedial Repair Code = MI – Minor Repairs Estimated Repair Cost = 100 Actual Repair Cost = 90 Repair Complete Date = Any date after the Project Established Date Wheelchair Accessible = Yes
	<p>Explain that both trail segments are now displayed. Highlight:</p> <ul style="list-style-type: none"> The Update button can be used if you wish to edit the trail segment details. The Delete button can be used if you wish to remove the trail segment from FTA. The Cancel button can be used if you are in the process of entering details for a segment and decide that you no longer need these details and wish to clear all fields. Note: The Cancel button is only used when you have not yet saved your data.

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Forest Tenure Administration (FTA)

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Project | Agreement Holder | Structures | Activities | Objectives | Defined Campsites | Trails | Comments

FTA706 - Recreation Project Objectives

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File: REC19234 Status: HI - Issued As of: 2008-05-15
 Type: FUS - Recreation Admin Org: DNI - North Island - Central Coast Forest District

Project Name: Oceanside Park Trail Project Type: Recreation Trail

1 rows returned

Description	Objective			Save	Cancel
	Established Date	Amended Date	Cancelled Date		
Provide easy walking trail from lighthouse to beach.	2008-05-15	2008-05-30		Update	Delete

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Demonstration Notes: Adding Recreation Project Objectives

1	<p>Navigate to the FTA706-Recreation Project Objectives page by clicking the Objectives tab. Explain that you will now add an Objective for this project.</p> <ul style="list-style-type: none"> Enter a Description <Provide easy walking trail from lighthouse to beach>.
2	<p>Enter the date the objective was established in the Established Date field. Enter <current date>.</p>
3	<p>Click the Save button.</p> <ul style="list-style-type: none"> The objective displays below the data entry fields. A user can Update or Delete the objective information by using the corresponding buttons. To cancel an objective, the Objective Cancelled Date must be entered and then the Cancel button must be clicked. A record of the cancelled objective displays below the data entry fields.
	<p>Cancel vs. Delete</p> <p>If you wish to keep a copy of the record (for historical purposes) then you should use the Cancel option; otherwise, use the Delete option to permanently remove the objective from this project.</p>
	<p>Recreation Project Details vs. Project Objective Details</p> <p>All data entered on this page applies to the objective(s) for the Recreation Project. If you wish to enter information for the Recreation Project (e.g. Project Established Date), you must visit the FTA701-Recreation Project Details page.</p>

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FTA707 - Defined Campsites

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File: REC19234
Type: F05 - Recreation
Status: HI - Issued
Admin Org: DNI - North Island - Central Coast Forest District
As of: 2008-05-15

Project Name: Oceanside Park Trail
Project Type: Recreation Trail

Campsite Details

Campsite #	Remedial Repairs	Estimated Repair Cost (\$)	Repair Complete Date
*			
1			
2			
3			

Total Estimated Repairs:

Campsite Repair History

Campsite #	Remedial Repairs	Estimated Repair Cost (\$)	Repair Complete Date
1	CL - Clean	100.00	2008-06-02
2	BR - Brushing	250.00	2008-06-01
3	CL - Clean	50.00	2008-06-02

Total Estimated Repairs: 400.00

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Demonstration Notes: Adding Project Defined Campsites

1	<p>Navigate to the FTA707-Defined Campsites page by clicking the Defined Campsites tab. Explain that you will now add Campsites for this project.</p> <ul style="list-style-type: none"> Enter the total number of campsites for the project in the Enter # of Defined Campsites field. Enter <3>. (Note: Not shown in above screen print). Explain that this field will no longer be visible, for this project, once you click the Populate button. (Note: Not shown in above screen print).
2	<p>Click the Populate button. Highlight that:</p> <ul style="list-style-type: none"> Three rows appear in the Campsite Details section of the page. The rows are numbered sequentially. The Enter # of Defined Campsites and Populate button are no longer present.
3	<p>Navigate to Campsite #1 and click the corresponding Update button.</p> <ul style="list-style-type: none"> The data entry fields at the top of the section display Campsite #1. Select the Remedial Repairs as <CL – Clean>. Enter the Estimated Repair Cost as <100.00>. Enter the Repair Complete Date as <current date>.
4	<p>Click the Save button.</p> <ul style="list-style-type: none"> Highlight that Campsite #1 now displays, with all corresponding information, in the Campsite Repair History section. The

Demonstration Notes: Adding Project Defined Campsites	
	<p>Campsite Repair History section displays campsite repair details for those repairs which have been completed. The repairs must have a Repair Completed Date entered in the Campsite Details section before they will appear in the Campsite Repair History section.</p>
5	<p>Repeat Step #3 and #4 using Campsite #2. Enter the following details:</p> <ul style="list-style-type: none"> • Remedial Repairs = BR-Brushing • Estimated Repair Cost = 250.00 • Repair Complete Date = current date
6	<p>Repeat Steps #3 and #4 using Campsite #3. Enter the following details:</p> <ul style="list-style-type: none"> • Remedial Repairs = CL-Clean • Estimated Repair Cost = 50.00 • Repair Complete Date = current date
7	<p>Add an additional Campsite by:</p> <ul style="list-style-type: none"> • Entering a new Campsite #. Enter <4>. • Selecting the Remedial Repairs as <BR – Brushing>. • Enter the Estimated Repair Cost as <150.00>. • Enter the Repair Complete Date as <current date>. • Click the Save button. <p>Highlight that a fourth campsite now displays in the bottom section of the page.</p>
	<p>Tip:</p> <p>Explain the use of the buttons:</p> <ul style="list-style-type: none"> • A user can Update or Delete the campsite details for a specific campsite by using the corresponding buttons. • The Cancel button is used if you have entered a campsite in error and do not wish to save it. Clicking the Cancel button clears the data entry fields.

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Forest Tenure Administration (FTA)

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Project Agreement Holder Structures Activities Objectives Defined Composites Trails Comments

FTA708 - Recreation Comments

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File: REC19234
Type: FOS - Recreation

Status: HI - Issued
Admin Org: DNI - North Island - Central Coast Forest District

As of: 2008-05-15

Project Name: Oceanside Park Trail **Project Type:** Recreation Trail

Project Description

Date

Project Description

Oceanside Park Trail is an easy walk from the lighthouse to the beach.

[Save](#) [Cancel](#)

Driving Directions

Date

Driving Directions

Exit the highway at the Oceanside Lighthouse sign. You are on Lighthouse Lane. The trail is well marked with an Oceanside Park Trail sign.

[Save](#) [Cancel](#)

Closure Description

Closure? Date

Closure Description

The trail is closed on May 30th for repair. It will re-open May 31st.

[Save](#) [Cancel](#)

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Demonstration Notes: Adding Comments

<div style="background-color: #003366; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>	<p>Navigate to the FTA708-Recreation Comments page by clicking the Comments tab. Explain that you will now add comments for this project.</p> <ul style="list-style-type: none"> • Use the Date fields to enter the date: <ul style="list-style-type: none"> o that you are recording the comment in FTA for the Project Description and Driving Directions. Enter the <current date>. o that the closure takes effect for the Closure Description. Enter a <future date>.
<div style="background-color: #003366; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>	<p>Enter relevant comments in each of the following fields:</p> <ul style="list-style-type: none"> • Project Description. Enter <any comment you wish>. • Driving Directions. Enter <any comment you wish>.

Demonstration Notes: Adding Comments	
	<ul style="list-style-type: none"> Closure Description. Enter <any comment you wish>.
	<p>Set the Closure Indicator to Yes or No if you are entering a comment related to closure. For the demo, set this to <Yes>.</p> <ul style="list-style-type: none"> Note: If the Closure Indicator is set to Yes then you must enter a Closure Description.
	Click the corresponding Save button.
	<p>Warning:</p> <p>There is a Save and Cancel button for each section of the page. You must remember to save or cancel each section as you complete it; otherwise you will lose your data.</p>
	<p>Tip:</p> <p>Remember that all files are subject to the <i>Freedom of Information and Protection of Privacy Act</i>. Therefore, ensure the information you enter in the comments is appropriate.</p>

Topic Wrap-Up

Actions	Key Points
OH 4.49	<p>Topic Wrap-Up</p> <p>A user may record additional details for a Recreation Project using the following tabs:</p> <ul style="list-style-type: none"> Agreement Holder Structures Activities Objectives Defined Campsites Trails Comments
	<p>Question and Answer</p> <p>Ask participants if they have any questions about this topic.</p>

FTA Facilitator Guide –



FTA/ESF Recreation Module

Topic 5: Associating Files and Notes



In this topic, participants will learn:

- The benefits of Associating Files;
- How to Associate Files in FTA;
- The benefits of Adding Notes; and,
- How to Add Notes in FTA.



Overheads:

- 4.50 – 4.57

Understanding Files and Notes

Actions	Key Points
OH 4.50	<p>Review the Topic Objectives:</p> <p>In this topic, participants will learn:</p> <ul style="list-style-type: none"> • The benefits of Associating Files; • How to Associate Files in FTA; • The benefits of Adding Notes; and, • How to Add Notes in FTA.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 11 of their Participant Guides.</p>
OH 4.51	<p>Add an Associated File:</p> <p>There may be circumstances in which you wish to associate the Recreation Tenure in FTA with one or more files. For example:</p> <ul style="list-style-type: none"> • A single Agreement Holder may have more than one Tenure and you may wish to associate these. • Two Tenures may overlap and you may wish to associate these. <ul style="list-style-type: none"> o You may also examine the spatial fields to determine if Tenures overlap; therefore, your district may not use the Associated Files feature for the recording of overlapping tenures.
OH 4.52	<p>Understanding File Associations:</p> <p>Associated files may be:</p> <ul style="list-style-type: none"> • Within FTA. For example, you may wish to associate one Recreation Tenure with another Tenure. • Outside of FTA. For example, Recreation Tenures can be associated with Tenures from a different ministry. Often these associations may be made with the following ministry Tenures: <ul style="list-style-type: none"> o Ministry of Lands and Parks; o Ministry of Environment; and, o BC Assessment Authority.
OH 4.53	<p>Where are Associated Files Managed?</p> <p>Associated Files are tracked on the FTA910-Associated Files page.</p> <ul style="list-style-type: none"> • Access by clicking the Assc. Files tab. • On this page you may enter, update, delete, or view file associations.

Actions	Key Points
OH 4.54	<p>Understanding the Two Way Association</p> <p>It is important to recognize that if you associate a Recreation Tenure with another file in FTA, that file will now also show an association to your Recreation Tenure.</p>
OH 4.55	<p>Understanding Notes:</p> <p>The notes function allows you to attach a note to your Recreation Tenure.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> o This is a quick notification to others examining the Tenure that a note exists. o Anyone with read access (District, Region and Headquarters Users) may read your note.
	<p>Tip</p> <p>Remember that all files are subject to the <i>Freedom of Information and Protection of Privacy Act</i>. Therefore, ensure the information you enter in the note is appropriate.</p>
OH 4.56	<p>Where are Notes Managed?</p> <p>Notes are tracked on the FTA970-Forest Notes page.</p> <ul style="list-style-type: none"> • Access by clicking the Notes tab. • On this page you may enter or view notes.
	<p>Warning</p> <p>You can NOT delete a note. Once you have entered it, it is always associated with the Recreation Tenure.</p>
	<p>Tip</p> <p>If the status of a Recreation Tenure is “Entered in Error” or “Archived” then files and notes can no longer be entered, updated or deleted for that Tenure.</p>

Demonstration D: Associate Files and Notes

Actions	Key Points
	<p>Demonstration - Adding Files and Notes</p> <p><u>Path: Tenures>Tenure>Assc. Files</u></p> <p>Data:</p> <ul style="list-style-type: none"> • Tenure I: Use the Tenure from Demonstration B. • Tenure II: You will need an additional Recreation Tenure that is already in the database. It should have a status = HI and be in the district you are working in. • Use the Recreation District Logon ID. <p>Page:</p> <ul style="list-style-type: none"> • FTA910-Associated Files page. • FTA970-Forest Notes page. <p>Explain:</p> <ul style="list-style-type: none"> • In the last demonstration you examined adding various details to a project. • In this demonstration you will show how you may associate files and notes with your project. <p>Highlight:</p> <ul style="list-style-type: none"> • The District Recreation Staff perform this function. <p>Steps:</p> <ul style="list-style-type: none"> • Follow the steps below.

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Forest Tenure Administration (FTA)

Search | Inbox | **Tenures** | Private Marks | Recreation | Admin

Tenure | CPMark | Cut Block | Assc. Files | Assc. Client | AAC | Sale Info | Tenure Appl. | Notes

Scn:Brnch. | G Rotation | H Rotation | Cpy Rotation | TL Blk | CP/CB Amend. | Road Amend. | Rec Project

FTA910 - Associated Files

File: REC5632 Type: F05 - Recreation Admin Org: DOS - Okanagan Shuswap Forest District
 File Status: HI - Issued As of: 2006-05-03
 Award Date:
 Licensee: 00133890 00 DIST. MNAGER OKANAGAN SHUSWAP (DOS)

1 rows returned

Associated File	Source	
<input type="text" value="REC12561"/> *	<input type="text" value="F - Forest Tenure System (FTAS)"/> *	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>

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Demonstration Notes:

1	<p>Select the Tenures tab, and then select Tenure. You are navigated to the FTA100-Tenures page.</p> <ul style="list-style-type: none"> Click the Assc. Files tab. You are navigated to the FTA910-Associated Files page. Enter your Recreation File ID in the File field <Use Tenure I as per the data requirements above>.
2	<p>Click the Go button.</p> <ul style="list-style-type: none"> Your tenure details are displayed.
3	<p>Navigate to the Associated File field. Enter <Use Tenure II as per the data requirements above>.</p>
4	<p>Select the Source as < F – Forest Tenure System (FTAS)>.</p>
5	<p>Click the Save button.</p> <ul style="list-style-type: none"> Highlight that the associated file now displays below the data entry fields.
6	<p>Click the Details button associated with the file you added.</p> <ul style="list-style-type: none"> You are navigated to the FTA100-Tenure page for that Tenure.
7	<p>Click the Assc. Files tab.</p> <ul style="list-style-type: none"> Highlight that the Tenure you just associated this Tenure to displays in the bottom portion of the page <this is Tenure I from the data requirements above>.

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Forest Tenure Administration (FTA)

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Notes

Scn:Brnch.
G Rotation
H Rotation
Cpy Rotation
TL Blk
CP/CB Amend.
Road Amend.
Rec Project

FTA970 - Forest Notes

File: REC5632 Go Type: F05 - Recreation Admin Org: DOS - Okanagan Shuswap Forest District
File Status: HI - Issued As of: 2006-05-03
Award Date:
Licensee: 00133890 00 DIST. MNAGER OKANAGAN SHUSWAP (DOS)

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2 rows returned

Entry User ID	Entry Timestamp	Note
<div> <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>		
IDIRVFTARCDOS	2006-05-05 03:54 PM	Update Objectives to include family friendly snowshoeing in 2007. Recreation Conversion Summary: Data Source=rfads.mdb, NEW_REC_PROJECT RECREATION_CONVERSION 2005-06-01 10:35 AM table_REC_PROJECT_SKEY=900563201,PROJECT_TYPE=Snowmobile Trail_REC_SITE_AREA=0 ha,TRAIL LENGTH=3 km

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MINISTRY OF FORESTS

Demonstration Notes:

1	<p>Select the Tenures tab, and then select Tenure. You are navigated to the FTA100-Tenures page.</p> <ul style="list-style-type: none"> Click the Notes tab. You are navigated to the FTA970-Forest Notes page. Enter your Recreation File ID in the File field <Use Tenure I as per the data requirements above>.
2	<p>Click the Go button.</p> <ul style="list-style-type: none"> Your tenure details are displayed. Any existing notes are displayed. If the file was imported from the legacy FTAS System, there may be a note.
3	<p>Navigate to the Note field and enter a note. Enter <Update Objectives to include family friendly picnic site in 2009>.</p>
4	<p>Click the Save button.</p> <ul style="list-style-type: none"> The note is displayed below the data entry field. Highlight that your User ID and a Timestamp have been automatically added for the note.

Topic Wrap-Up

Actions	Key Points
OH 4.57	Topic Wrap-Up Files and Notes may be associated with a Tenure. <ul style="list-style-type: none">• An associated file may exist within FTA or outside of FTA.• Notes can be read by other users. Use discretion. Question and Answer Ask participants if they have any questions about this topic.



FTA Facilitator Guide –



FTA/ESF Recreation Module

Topic 6: Using the Recreation Search



In this topic, participants will learn how to:

- Perform a Recreation Search



Overheads:

- 4.58-4.62

Using the Recreation Search

Actions	Key Points
OH 4.58	Review the Topic Objectives: <ul style="list-style-type: none"> In this topic, participants will learn how to perform a Recreation Search.
	Reading: <p>Participants can find the information presented in this topic in Topic 12 of their Participant Guides.</p>
OH 4.59	What is the Search: <p>The FTA007-Recreation Search page allows you to efficiently navigate to a search function. This function is intended to allow you to quickly find the Recreation Tenure (i.e. Project) that you are seeking.</p>
OH 4.60	Accessing the Search: <p>To navigate to the FTA007-Recreation Search page, navigate to the Search menu and select Recreation Search.</p> <ul style="list-style-type: none"> This page is available to both District and Headquarters' Recreation Staff. <p>The FTA007-Recreation Search page can also be accessed by clicking the Search button adjacent to the File field on the FTA701-Recreation Project Details page.</p>
OH 4.61	Understanding the Search: <p>The FTA007-Recreation Search page allows you to Search & View existing Recreation Tenures in FTA.</p> <ul style="list-style-type: none"> You are able to view data for both your own district and other districts and organizational units. The top section of the FTA007-Recreation 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. <p>Recall that understanding how to perform a search was reviewed in Module 1.1 Overview of FTA/ESF. If you are unsure of how to perform a search, you should review this module.</p>

Topic Wrap-Up

Actions	Key Points
OH 4.62	Topic Wrap-Up <p>The Recreation Search is a useful tool for finding Recreation Projects.</p> <ul style="list-style-type: none">If you need assistance with searching visit Module 1.1 Overview of FTA/ESF. Question and Answer <p>Ask participants if they have any questions about this topic.</p>

- If you need assistance with searching visit Module 1.1 Overview of FTA/ESF.



FTA Facilitator Guide –



FTA/ESF Recreation Module

Topic 7: Amending and Archiving a Recreation Tenure



In this topic, participants will learn how to:

- Amend a Recreation Tenure; and,
- Archive a Recreation Tenure.



Overheads:

- 4.63 – 4.67

Understanding Amending and Archiving a Recreation Tenure

Actions	Key Points
OH 4.63	<p>Review the Topic Objectives:</p> <ul style="list-style-type: none"> In this topic, participants will learn how to: <ul style="list-style-type: none"> Amend a Recreation Tenure; and, Archive a Recreation Tenure.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 13 of their Participant Guides.</p>
OH 4.64	<p>What is an Amendment?</p> <p>An amendment to a Recreation Tenure is defined as a change in the feature geometry.</p> <ul style="list-style-type: none"> An amendment can only be completed by an ESF Submission. Recreation District and/or Headquarters' Staff must coordinate an amendment with Geomatics Technicians.
OH 4.65	<p>How is an Amendment Processed?</p> <p>An amended submission will display in the FTA300-Inbox with an Application Purpose of Amend.</p> <ul style="list-style-type: none"> The amendment must now be processed following the same steps one would use to process a new submission. This process is outlined in Topic 2: Clearing and Approving the Tenure of the Participant Guide. Please refer to this topic for additional information.
OH 4.66	<p>What is Archiving?</p> <p>Archiving a Recreation Tenure changes the status of the tenure from HI-Issued to AR-Archived.</p> <p>How does Archiving Work?</p> <p>Much like an amendment, archiving of Recreation Tenures can only be completed by an ESF Submission.</p> <ul style="list-style-type: none"> The ESF Submission retires the tenure. This sets a tenure retire date which removes the potential for that feature to conflict against another submission on the same geographic area. Recreation District and/or Headquarters' Staff must coordinate the archiving of a tenure with Geomatics Technicians.
	<p>Helpful Hints</p> <p>Once a tenure is archived, the spatial information still exists in the database (for historical purposes); however, it will not conflict with any new submissions in the same geographic area.</p>

Actions	Key Points
	If you wish to remove a tenure completely from FTA, then you must request a data fix. This task can only be performed by APPHELP. Geomatics Technicians are not able to delete a file.

Topic Wrap-Up

Actions	Key Points
OH 4.67	Topic Wrap-Up Amending a Recreation Tenure is defined as any change to the tenure's feature geometry. <ul style="list-style-type: none">• An amendment can only be completed by an ESF Submission. Archiving a Recreation Tenure is a change in status of the tenure to AR – Archived. <ul style="list-style-type: none">• Archiving can also only be completed by an ESF Submission.•



Question and Answer

Ask participants if they have any questions about this topic.

FTA Facilitator Guide –



FTA/ESF Recreation Module

Wrap-Up



In this topic, participants will understand:

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



Overheads:

- 4.68 – 4.72

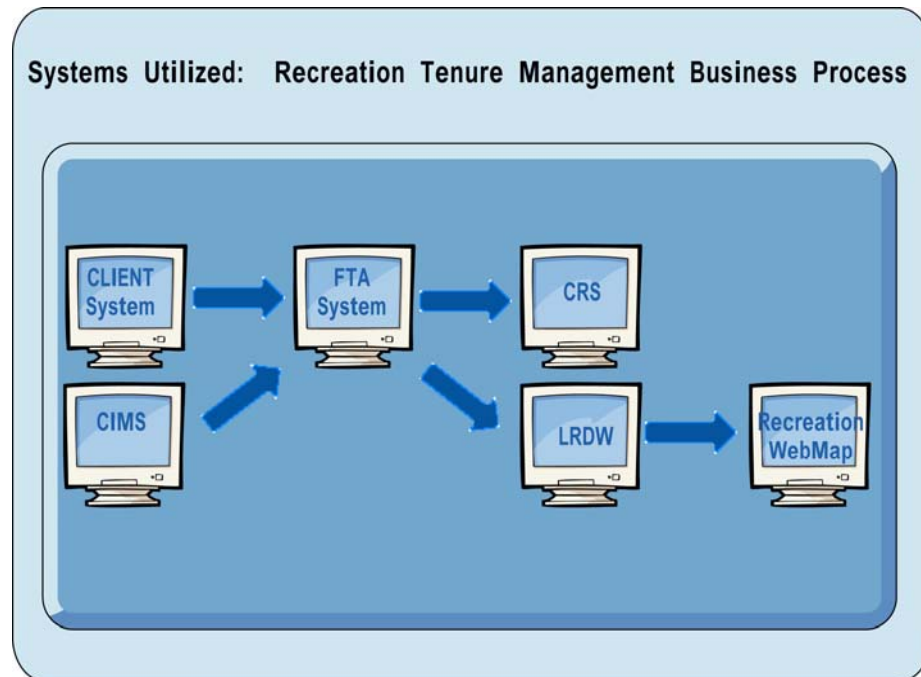
Recap Learning Objectives

Actions	Key Points
OH 4.68 & OH 4.69	<p>Review Learning Objectives:</p> <p>You have completed the FTA/ESF Recreation Module Training Session.</p> <p>You should now have an understanding of the business process used to administer Recreation Tenures within MoFR including the roles of District and Geomatics Staff. The flow of paperwork and the administration of a Recreation Tenure within FTA should be clear. In addition, you should be able to complete the following tasks in FTA:</p> <ul style="list-style-type: none"> • Clear (Geomatics Staff) and Approve (District Staff) the Tenure; • Work with Recreation Projects; • Work with Structures; • Work with Recreation Project Activities; • Add Project Agreement Holders; • Add Project Objectives; • Add Project Defined Campsites; • Add Trail Segments and Repair Details; • Add Comments; • Associate Files and Notes to the Recreation Tenure; • Search for Recreation Tenures; and, • Amend and Archive a Recreation Tenure.

Recap Data Flow

Actions	Key Points
OH 4.70	<p>Recap Data Flow:</p> <p>The following image explains the various systems utilized during recreation related activities:</p> <ul style="list-style-type: none"> • Agreement Holders must exist in the CLIENT System. • The last C&E Inspection Date displayed on the Project tab is imported from the Compliance and Enforcement Management System (CIMS). • FTA feeds data to the Corporate Reporting System (CRS) to allow reports to be run on recreation related data. To learn more about Recreation Reports please refer to Appendix D of the Participant Guide (Recreation Reports). • Select Recreation Project data is replicated from FTA to the LRDW. • The LRDW will replicate Recreation Projects from FTA to the Recreation WebMap if the Recreation WebMap indicator is set to Yes in FTA.

Actions	Key Points
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Other Resources Available

Actions	Key Points
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OH 4.71

Review Other Resources Available:

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

- **FTA Training 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/>
- **On-Line Help** – available by clicking the **Help** button in the upper right of each FTA page. Remember that this is context sensitive. This means you will receive a help page which corresponds to the page you are on in FTA.
 - o If you have the Table of Contents open for the On-Line Help Guide, click the book icon next to **Recreation** to explore all Recreation help pages.
- **Business Application Support Center** – available by calling 250-387-8888.
- If you require assistance using the CLIENT System, CIMS, CRS, LRDW, and/or Recreation WebMap then you should discuss this with your supervisor.

Actions	Key Points
	<p>Reminder:</p> <p>Remind participants that they can refer to their Participant Guide for support.</p>
<p>OH 4.72</p> 	<p>Question and Answer</p> <p>Ask participants if they have any questions regarding the material covered in this session.</p> <ul style="list-style-type: none"> • Answer questions if you have the knowledge. If you are unable to answer a question, record it and let the participant know you will get back to her/him with the answer. Be sure to research the answer.