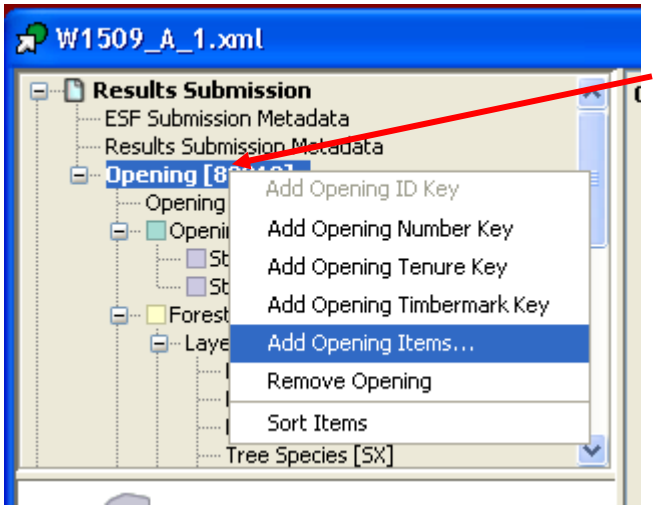
eziLink™ Guide: RESULTS Submissions

Data Entry into eziLink™

Remember! If you will be creating more than one type of RESULTS submission for one opening (i.e a Planting Activity, Survey, and a Forest Cover Submission all for the same opening), they can all be created in the same XML and submitted to RESULTS at once. Once the XML has been created use the **Add Opening Items…** feature to add the remaining submission items to the XML.



Right click on the Opening Node to select *Add Opening Items…*

If you are adding an additional submission item to an XML, start at step 3 of the steps for the particular submission item.

Starting the Submission Wizard

1. Open eziLink™.
2. Select **create a new submission** to open the Submission Wizard (or go to the file menu and select **New Submission…** or click on the New Submission button in the toolbar).
3. In the Submission Type Selection select **Reporting Silviculture Updates and Land Status Tracking System (RESULTS)** and click **Next.**
4. Set the coordinate system to **BC Albers**. Click **Next**.
5. In the ESF Submission Metadata enter the Email and Phone Number of the submitter[1]. Click **Next**.

[1] *The email and phone number in the ESF Submission Metadata should be those of the submitter because the submission will be either rejected or accepted immediately.*

6. In the RESULTS Submission Metadata enter the Licensee or Client information provided. Click **Next**.

    a. Key Notes:

        - **Validate Only** – Set this field to “NO” unless you want the submission to be validated only. If the field is set to “YES”, RESULTS will not be updated.

7. Continue by following the steps for the submission type(s) you are trying to create.

Opening Definition

The Opening Definition data entry section has been split into 5 opening definition scenarios.

- Opening Inserts – Tenured
- Opening Inserts – Non-Tenured
- Opening Inserts – Shell Openings
- Opening Amendments, Minor Amendments, and Updates
- Adding Additional Stocking Standard Details
- Spatial Only Submissions

Before you Start

Does the Opening Already Exist in the System?

The Action field on the Opening Definition Tab of the RESULTS Spreadsheet or Opening Definition Data Form filled out by the client should indicate whether the Opening Definition is an “Insert”, “Amendment”, “Minor Amendment”, “Update”, or an “Opening Amalgamation” submission. Be sure to check RESULTS to make sure the opening does or does not exist.

Inserts

The Insert opening category is used for new Openings that do not exist in the RESULTS tracking system.

Amendment

The Amendment opening category is used to do major amendments to existing Opening Stocking Standards or SUs. If the opening is not operating under an FSP or using stocking standard IDs (SSID) this amendment will require approval from the MFLNRO. If you have a amendment to complete along with any other updates to the opening (Forest Cover, Activities, Disturbances, or Milestone Declarations), and the amendment is for an opening where SSIDs are not being used, the amendment will need to be completed first and approved by the ministry before the remaining submissions can be completed.

Minor Amendment

The Minor Amendment opening category is used to do Minor Amendment to existing Opening Stocking Standards or SUs. Minor Amendments do not require approval from the MFLNRO.

Update

The Update opening category is used to make corrections to existing Opening, Stocking Standard, or SU information in RESULTS. Updates can also be used to add spatial to an existing opening by submitting a spatial only Opening Definition.

Opening Amalgamations

Opening Amalgamations are used to combine multiple existing openings.

This guide does not cover Opening Amalgamations

Entry for Opening Inserts – Tenured

If you are adding an additional submission item to an XML, start at step 3. For information on how to add additional opening items see the Data Entry into eziLink™ on page one of this document.

1. Under Key Selection choose Opening Tenure Key. Click **Next**.
    a. NOTE: You can select Opening Number Key in addition to the Opening Tenure Key if you know what the opening number will be.
2. Under the Opening Tenure Key enter the tenure information provided. Click **Next**. Enter the Opening Number if applicable. Click **Next**.
    a. NOTE: If the opening is multi-tenure enter the primary tenure as the Opening Tenure Key.
3. Under Opening Item Selection select **Opening Definition**. Click **Next**.
4. Enter the Opening Definition information. Click **Next**.
    a. Key Notes
        - **Action** – Select **Insert**
        - **Opening Gross Area** – Enter the gross area provided; unless, the area will be calculated from the spatial. To calculate the area: Once the spatial is attached to the XML, click on the RESULTS submission node at the top of the content window. Go to Tools > Calculate Areas and Lengths to open the **Calculate Areas and Lengths** window. In the Layer drop down select **Opening Definition**. Make sure Calculate area is checked off. In the Area attribute name drop down select **Opening Gross Area**. In the Area units drop down select **Hectares.** Click **Ok**
5. Under the Question section select **Add Stocking Standards**. Click **Next**.
6. Enter the Stocking Standard (SU) information. Click **Next**.
    a. Key Notes
        - **Net Area –** Enter the net area provided; unless, the area will be calculated from the spatial. To calculate the area: Once the spatial is attached to the XML, click on the RESULTS submission node at the top of the content window. Go to Tools > Calculate Areas and Lengths to open the **Calculate Areas and Lengths** window. In the Layer drop down select **Stocking Standards**. Make sure Calculate area is checked off. In the Area attribute name drop down select **Net Area**. In the Area units drop down select **Hectares.** Click **Ok**

- **Standards Regime ID** – For openings that do not have stocking standards IDs. Follow the procedures listed in the Adding Additional Stocking Standards Details section.
- **Missing Field!** – At this time there is no field in eziLink™ for the BGC Site Seral code. If a BGC Seral type applies to the SU, it will have to be added to RESULTS manually using the Correction button.

7. If necessary repeat steps 5 and 6 to add any remaining Stocking Standards (SUs).
8. Under the Question section Select Add Tenure. Click **Next**. (This is the portion of the XML that will link the tenure in FTA to RESULTS. The Opening Tenure Key is only an Identification Key and does not link the tenure.)
9. Enter the tenure information for the opening. Click **Next**. If this opening is multi-tenure repeat this step to add the remaining tenures. Make sure only one tenure is set as the **Prime Licence**.
10. When you have finished entering the Opening information select **Finish** and then click the **Finish** button.
11. Save the XML.

Entry for Opening Inserts – Non-Tenured

The most common form of non tenured openings are FFT openings and FIA openings. There may also be openings that have tenure but the tenure does not exist in FTA. These openings will follow the Non-Tenured process.

In RESULTS

1. Open RESULTS.
2. Go to the Search Menu and select **Opening Tenure Search**.
3. Go to the Openings menu and select **Opening Inquiry**.
4. Scroll to the bottom of the page and click the **Add** button.
5. Fill in the following fields:
    a. Org Unit (This is the district the opening lies within. Be sure to use the correct district. This field cannot be changed once the new opening has been saved.)
    b. Opening Category
    c. Opening
    d. Max Allowable Permanent Access (If provided)
    e. Opening Gross Area (If you don't know the gross area at this point enter "1")
    f. Approval Date (Either the date current date or the date on the treatment prescription if provided)
    g. Pre – Harvest Stand Label (If the client did not provide the information for the previous stand fields, see the Missing Previous Stand subsection of the Trouble shooting section in this document.)
6. Click **Save**.
7. The new opening will appear in RESULTS and will have a new Opening ID assigned in the Opening ID field. Keep this number.

8. This step is optional: If there is an approved license or license and CP combination for the opening, but no approved block number, go to the Multi-Tenure tab in RESULTS. You can add the license or license and CP on this tab as long as they are approved in FTA.

In eziLink™

If you are adding an additional submission item to an XML, start at step 3. For information on how to add additional opening items see the Data Entry into eziLink™ on page one of this document.

1. Under Key Selection choose Opening ID Key. Click **Next**.
2. Under the Opening ID Key enter the Opening ID that was generated when the opening was saved in RESULTS (Step 7 Above). Click **Next**.
3. Under Opening Item Selection select **Opening Definition**. Click **Next**.
4. Enter the Opening Definition information. Click **Next**.
    a. Key Notes
        - **Opening Gross Area** – Enter the gross area provided; unless, the area will be calculated from the spatial. To calculate the area: Once the spatial is attached to the XML, click on the RESULTS submission node at the top of the content window. Go to Tools > Calculate Areas and Lengths to open the **Calculate Areas and Lengths** window. In the Layer drop down select **Opening Definition**. Make sure Calculate area is checked off. In the Area attribute name drop down select **Opening Gross Area**. In the Area units drop down select **Hectares.** Click **Ok**
5. Under the Question section select **Add Stocking Standards**. Click **Next**.
6. Enter the Stocking Standard (SU) information.
    a. Key Notes
        - **Net Area –** Enter the net area provided; unless, the area will be calculated from the spatial. To calculate the area: Once the spatial is attached to the XML, click on the RESULTS submission node at the top of the content window. Go to Tools > Calculate Areas and Lengths to open the **Calculate Areas and Lengths** window. In the Layer drop down select **Stocking Standards**. Make sure Calculate area is checked off. In the Area attribute name drop down select **Net Area**. In the Area units drop down select **Hectares.** Click **Ok.**
        - **Standards Regime ID** – For openings that do not have stocking standards IDs. Follow the procedures listed in the Adding Additional Stocking Standards Details section.
        - **Missing Field!** – At this time there is no field in eziLink™ for the BGC Site Seral code. If a BGC Seral type applies to the SU, it will have to be added to RESULTS manually using the Correction button.
7. If necessary repeat step 5 and 6 to add any remaining Stocking Standards (SUs).
8. When you have finished entering the stocking standards information select **Finish** from the Question section and then click the **Finish** button.
9. Save the XML

Entry for Opening Inserts – Shell Openings

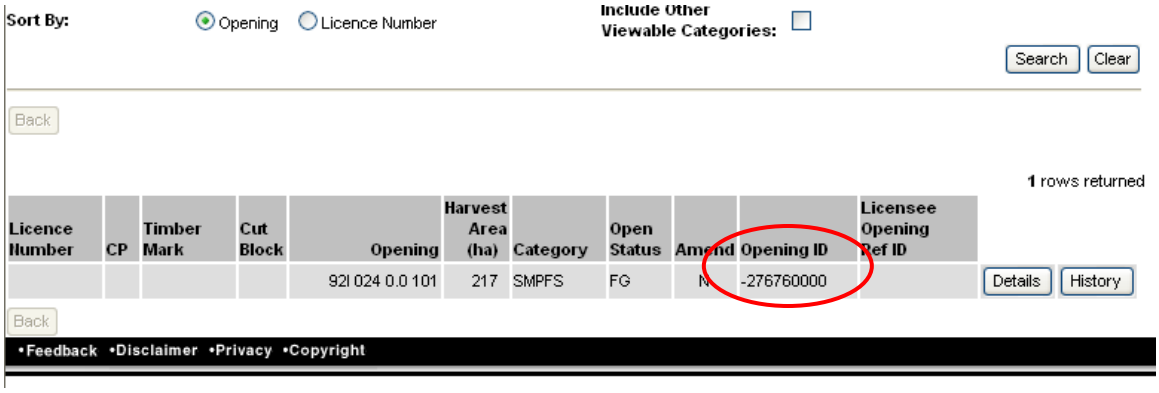
Shell openings or Blanket Openings are openings created for areas where treatment occurred outside of and existing block or opening i.e. fertilization, chemical treatments… etc. Shell openings should not have obligation to reforest and therefore will not have SUs and may not contain Forest Cover.

Follow the same process as the Non tenured openings only omit the steps to add stocking standards (steps 5 through 8 of the "In eziLink™ " section).

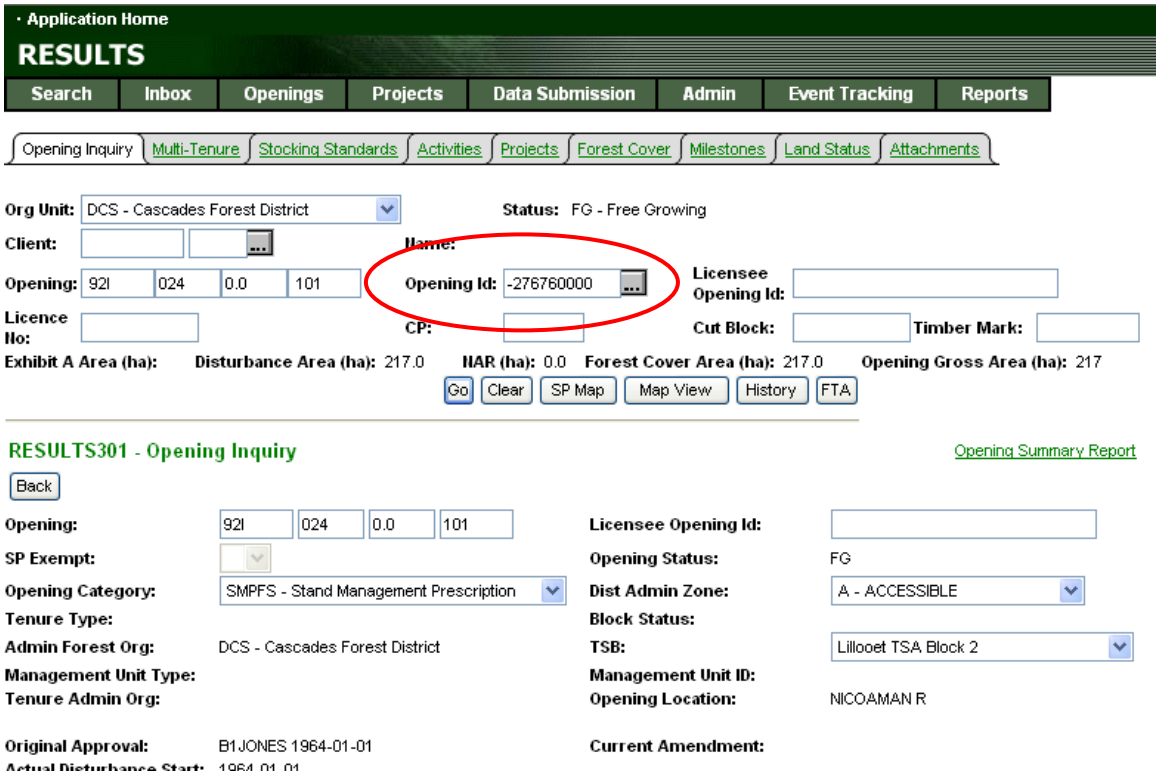
Entry for Opening Amendments, Minor Amendments, and Updates

If you are adding an additional submission item to an XML, start at step 3. For information on how to add additional opening items see the Data Entry into eziLink™ on page one of this document.

1. Under Key Selection choose Opening ID Key. Click **Next**.
2. Under the Opening ID Key enter the Opening ID for the opening. Click **Next**.
    a. To find the opening ID search for the opening/block in RESULTS the opening ID will show in two locations:
        - The search results



- The RESULTS tombstone for the opening



3. Under Opening Item Selection select **Opening Definition**. Click **Next**.
4. Enter the Opening Definition information. Click **Next**.
    a. Key Notes
        - **Action** – The action code will depend on what changes need to be made to the existing opening. Select the applicable action from the following codes:
            a. A-Amendment
            b. M-Minor Amendment
            c. U-Update
            d. V-Approved variation

            Refer to the **Does the Opening Already Exist in the System?** section for details on each action code
        - **Opening Gross Area** – Enter the gross area provided; unless, the area will be calculated from the spatial. To calculate the area: Once the spatial is attached to the XML, click on the RESULTS submission node at the top of the content window. Go to Tools > Calculate Areas and Lengths to open the **Calculate Areas and Lengths** window. In the Layer drop down select **Opening Definition**. Make sure Calculate area is checked off. In the Area attribute name drop down select **Opening Gross Area**. In the Area units drop down select **Hectares.** Click **Ok**

5. Under the Question section select **Add Stocking Standards**. Click **Next**.
6. Enter the Stocking Standard (SU) information.
    a. Key Notes
        - **Net Area –** Enter the net area provided; unless, the area will be calculated from the spatial. To calculate the area: Once the spatial is attached to the XML, click on the RESULTS submission node at the top of the content window. Go to Tools > Calculate Areas and Lengths to open the **Calculate Areas and Lengths** window. In the Layer drop down select **Stocking Standards**. Make sure Calculate area is checked off. In the Area attribute name drop down select **Net Area**. In the Area units drop down select **Hectares.** Click **Ok.**
        - **Standards Regime ID** – For openings that do not have stocking standards IDs. Follow the procedures listed in the Adding Additional Stocking Standards Details section.
        - **Missing Field!** – At this time there is no field in eziLink™ for the BGC Site Seral code. If a BGC Seral type applies to the SU, it will have to be added to RESULTS manually using the Correction button.
7. If necessary repeat step 6 to add any remaining Stocking Standards (SUs).
8. When you have finished entering the stocking standards information select **Finish** from the Question section and then click the **Finish** button.
9. Save the XML

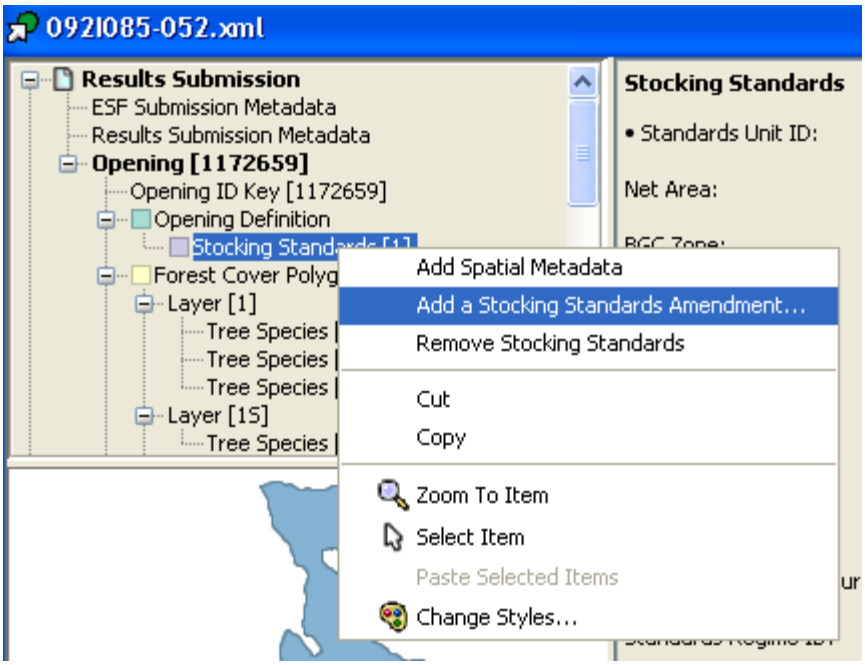
Add Additional Stocking Standard Details

The add Additional Stocking Standard Details option is used in the following situations:

- Adding or editing stocking standard details to SUs that do not have stocking standard IDs (i.e. openings managed under FDPs)
- Entering a variation to the SU stocking standard ID. i.e. SSID 1000152 indicates that PLI is a preferred species but the SP shows it will need to be an acceptable species.

To add additional stocking standard details:

1. With the XML open in eziLink™ right click on the Stocking Standard (in the content window) and select **Add Stocking Standards Amendment** to open the Add Amendment Window.



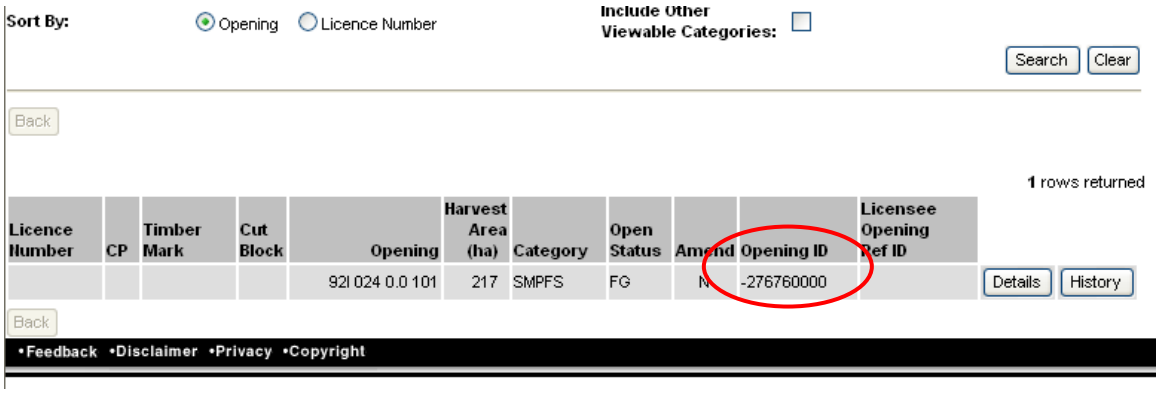
2. Enter the Stocking Standards Amendment information. Click **Next**.
    a. Key Notes
        - **Rational** – This is the same field as the Amendment Rational in RESULTS.
3. Select Add Layers to the Stocking Standards Amendment. Click **Next**.
4. Enter the Amendment Layer information. Click **Next**
5. Select Add Amendment Species to the current Amendment Layer. Click **Next**.
6. Enter the Amendment Species information (All fields are required). Click **Next**.
    a. Continue adding species information until all applicable species have been added to the layer.
7. If necessary repeat steps 3 through 6 to add any additional layers.
8. Once all the stocking standard details have been added, select **Finish** and click **Next**.

Entry for Spatial Only Updates

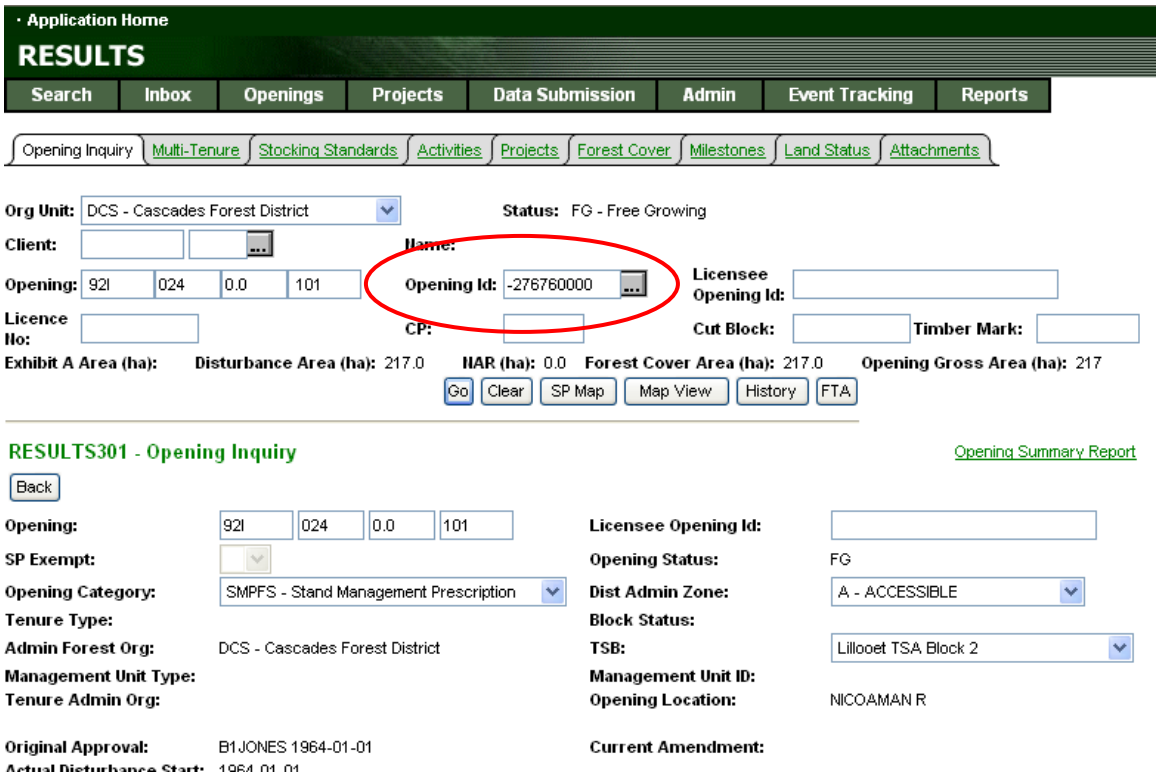
Important: Spatial only updates are used to update or add spatial on existing openings. This process cannot be used to insert openings into RESULTS.

If you are adding an additional submission item to an XML, start at step 3. For information on how to add additional opening items see the Data Entry into eziLink™ on page one of this document.

1. Under Key Selection choose Opening ID Key. Click **Next**.
2. Under the Opening ID Key enter the Opening ID for the opening. Click **Next**.
    a. To find the opening ID search for the opening/block in RESULTS the opening ID will show in two locations:
        - The search results



- The RESULTS tombstone for the opening



3. Under Opening Item Selection select **Opening Definition**. Click **Next**.
4. Set the action code to **Update**, and leave all other fields blank. Click **Next**.
5. Under the Question section select **Add Stocking Standards**. Click **Next**.
6. Enter the **Standards Unit ID**. Leave all other fields blank.
7. If necessary repeat step 5 and 6 to add any remaining Stocking Standards (SUs).
8. When you have finished entering the opening information select **Finish** from the Question section and then click the **Finish** button.

9. Save the XML

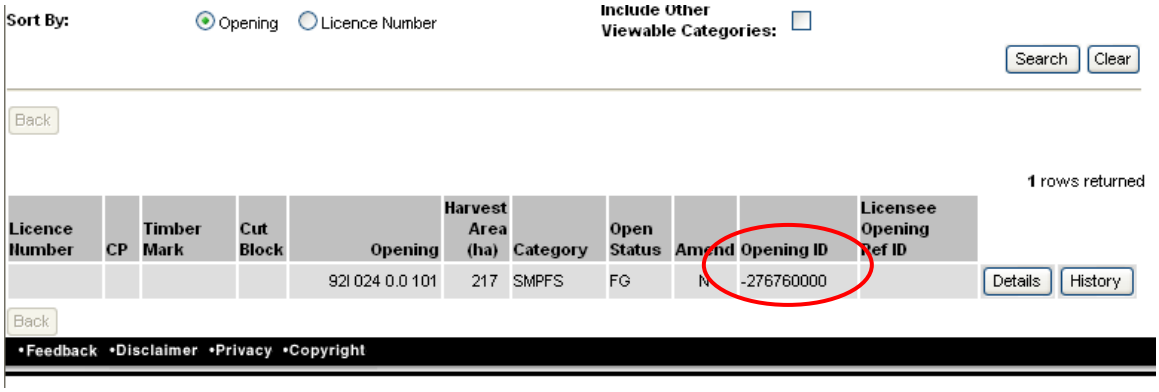
Disturbances

Entry for Disturbances

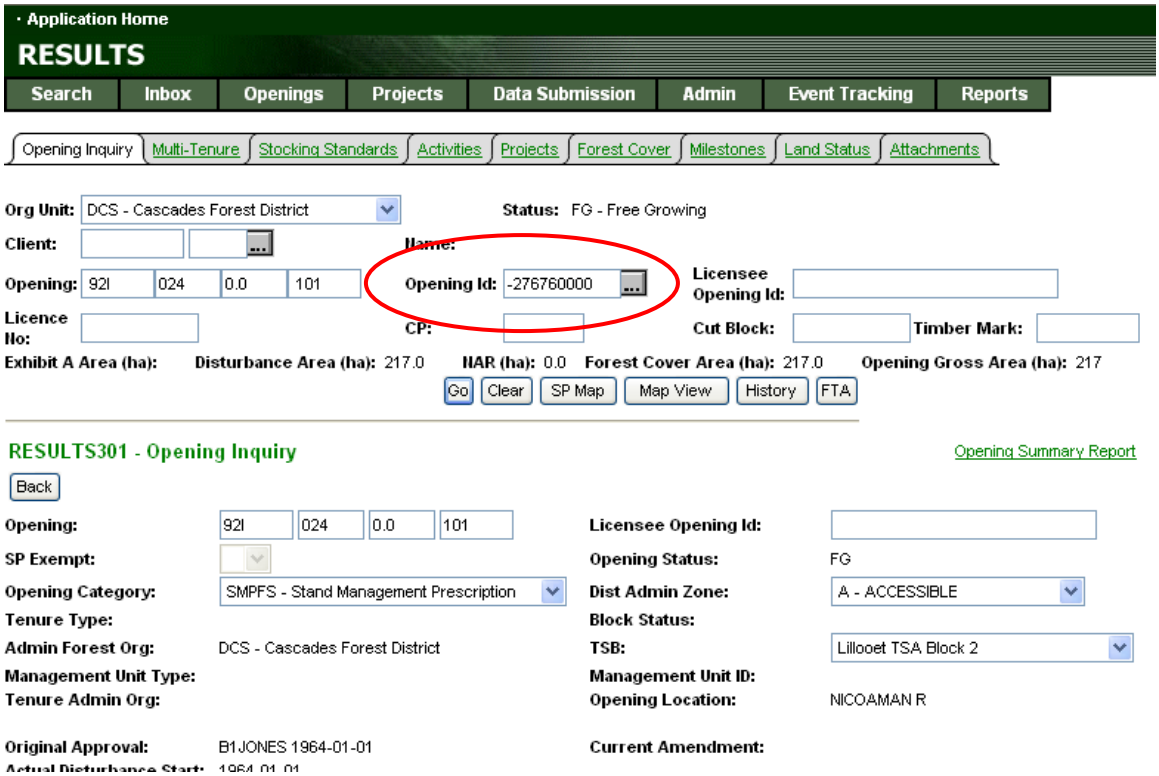
If you are adding an additional submission item to an XML, start at step 3. For information on how to add additional opening items see the Data Entry into eziLink™ on page one of this document.

Assuming the opening already exists in RESULTS…

1. Under Key Selection choose Opening ID Key. Click **Next**.
2. Under the Opening ID Key enter the Opening ID for the opening. Click **Next**.
    a. To find the opening ID search for the opening/block in RESULTS the opening ID will show in two locations:
        - The search results



        - The RESULTS tombstone for the opening



3. Under Opening Item Selection select **Disturbances**. Click **Next**.
4. Enter the Disturbance information. Click **Next**.
5. When you have finished entering the Disturbance information select **Finish** and then click the **Finish** button.
6. Save the XML

Forest Cover

Before you Start

Remember! XML Forest Cover will replace the existing Forest Cover data in RESULTS. *Do not* submit partial forest cover updates. The forest cover in the XML must be for the entire opening. Meaning the total area of the forest cover must equal the gross area of the opening.

If only a portion of an opening was surveyed, either update the old XML replacing the surveyed area or use the existing forest cover in RESULTS to manually enter the forest cover that was not surveyed into the XML.

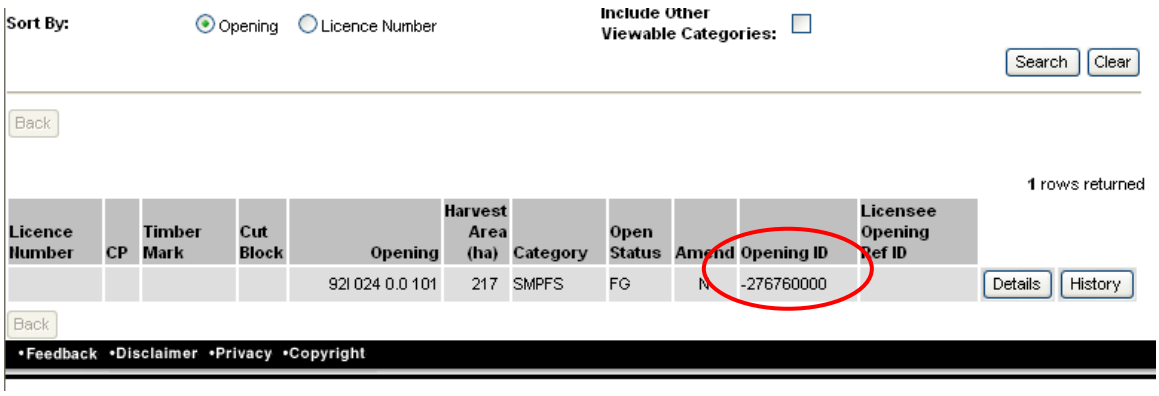
There are two ways to enter forest cover data into the XML using the eziLink wizard and directly in the submission window.

Entry for Forest Cover – Using the Submission Wizard

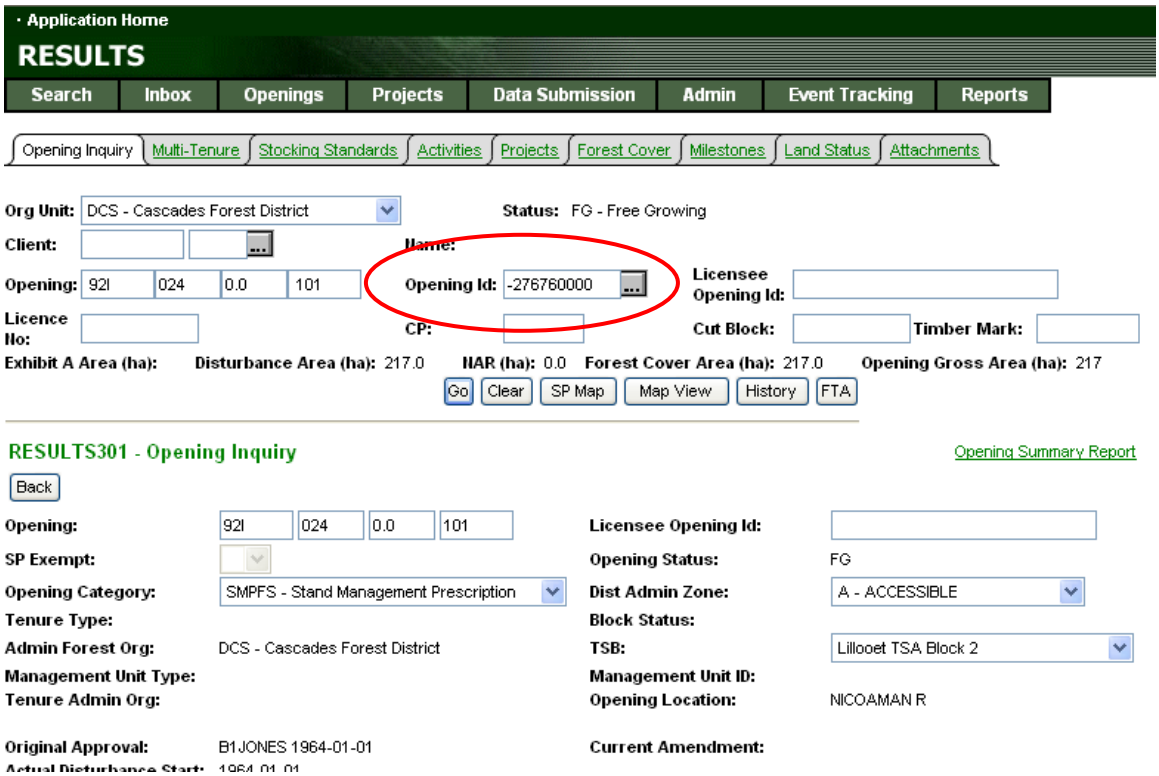
If you are adding an additional submission item to an XML, start at step 3. For information on how to add additional opening items see the Data Entry into eziLink™ on page one of this document.

Assuming the opening already exists in RESULTS…

1. Under Key Selection choose Opening ID Key. Click **Next**.
2. Under the Opening ID Key enter the Opening ID for the opening. Click **Next**.
    a. To find the opening ID search for the opening/block in RESULTS the opening ID will show in two locations:
        - The search results



        - The RESULTS tombstone for the opening



3. Under Opening Item Selection select **Forest Cover Polygons**. Click **Next**.
4. Enter the Forest Cover Polygon information. Click **Next**.

a. Key Notes

- **Area** – Enter the gross area for the polygon. If there are non-mappable components to the polygon, the area of those non-mappable components is included in this Area field. To calculate the area: Once the spatial is attached to the XML, click on the RESULTS submission node at the top of the content window. Go to Tools > Calculate Areas and Lengths to open the **Calculate Areas and Lengths** window. In the Layer drop down select **Forest Cover**. Make sure Calculate area is checked off. In the Area attribute name drop down select **Area**. In the Area units drop down select **Hectares.** Click **Ok.**

If you are entering a polygon that does not have Silviculture and Inventory information, skip ahead to step 10. If you do have Silviculture and Inventory information to enter, continue with the steps below.

5. Under the Question section select **Add Layers to the current Forest Cover polygon**. Click **Next**.
6. Enter the Layer information. Click **Next**.
    a. Key Notes
        - **Inventory Layers** – Only the *Crown Closure* and *Total Stems* are required. It is not necessary to enter the *Well Spaced*, *Total Well Spaced*, or *Free Growing* Numbers on the inventory layers; unless, only an inventory layer is being submitted. If you will only submit the inventory layer the well spaced number must be submitted under the inventory layer (This is common with Multi Layer Stands).
7. Under the Question section select **Add Tree Species to the current Layer**. Click Next.
8. Enter the species information.
    a. Repeat steps 7 and 8 for each species on the layer.
9. If damage agents exist for the polygon, select **Add Damage Agents to the current Layer** (This should be the inventory layer). Click **Next**.
    a. Repeat for each damage agent.
    b. Key Notes
        - Either the Incidence Percent or the Incidence Area must be filled out for the damage agent.
10. Repeat steps 5 through 8 for each additional layer of the polygon.
11. When you are finished adding the Layer and Species information to the polygon you can add any non-mappable components that may exist for the polygon. If no non-mappable components exist for the polygon skip ahead to step 12. To add non-mappable components under the Question section select **Add Non Mappable Components to the current Forest Cover Polygon.** Click **Next**.
12. Enter the Non Mappable Component information. Click **Next**.
    a. Key Notes
        - Immature (IMM) polygons cannot be added as non-mappable components.

13. If necessary repeat steps 3 through 11 for each Forest Cover polygon.
14. When you have finished entering the Forest Cover Polygons and corresponding layer information, select **Finish** from the Question section and then click the **Finish** button.
15. Save the XML

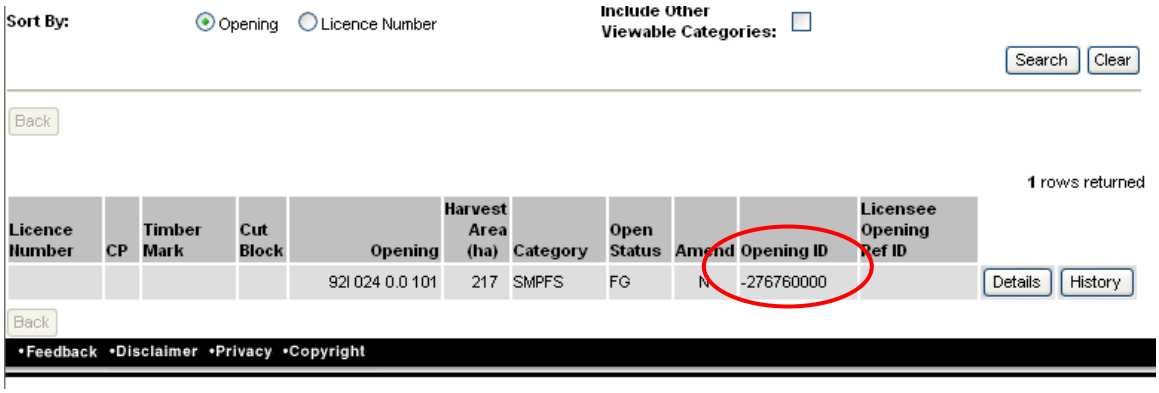
Entry for Forest Cover – Directly in the Submission Window

If you are adding an additional submission item to an XML, start at step 3. For information on how to add additional opening items see the Data Entry into eziLink™ on page one of this document.

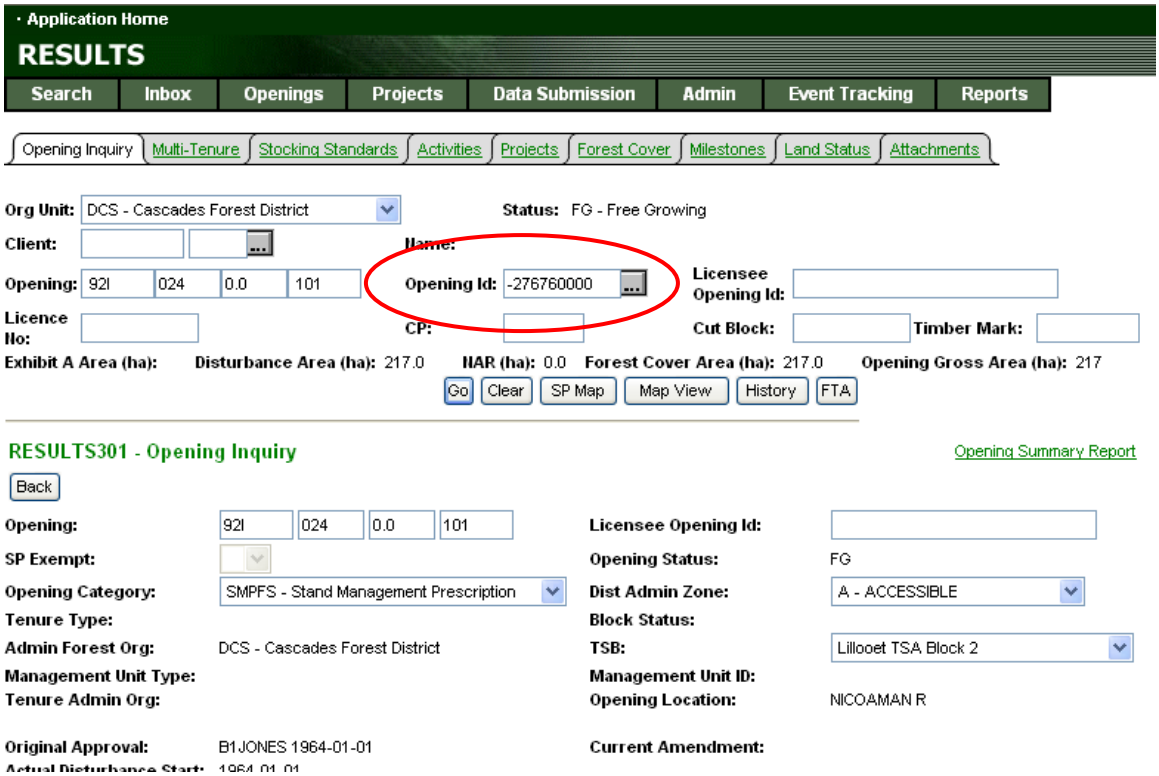
Portions of this process will require entry into the Submission Wizard.

Assuming the opening already exists in RESULTS…

1. Open the Submission Wizard
2. Under Key Selection choose Opening ID Key. Click **Next**.
3. Under the Opening ID Key enter the Opening ID for the opening. Click **Next**.
    a. To find the opening ID search for the opening/block in RESULTS the opening ID will show in two locations:
        - The search results

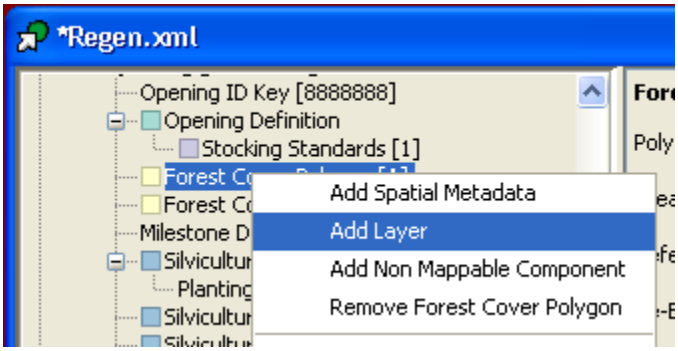


        - The RESULTS tombstone for the opening

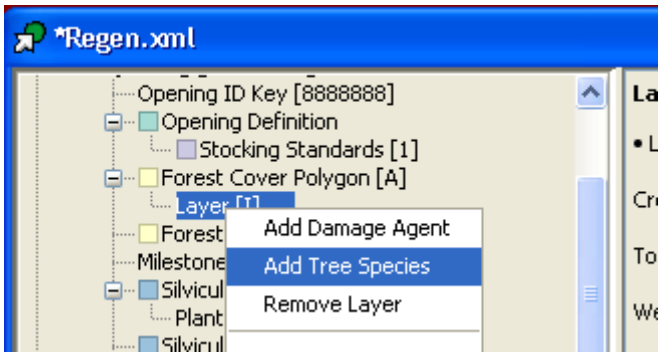


4. Under Opening Item Selection select **Forest Cover Polygons**. Click **Next**.
5. Enter the Forest Cover Polygon information. Click **Next**.
    a. Key Notes
        - **Area** – Enter the gross area for the polygon. If there are non-mappable components to the polygon, the area of those non-mappable components is included in this Area field. To calculate the area: Once the spatial is attached to the XML, click on the RESULTS submission node at the top of the content window. Go to Tools > Calculate Areas and Lengths to open the **Calculate Areas and Lengths** window. In the Layer drop down select **Forest Cover**. Make sure Calculate area is checked off. In the Area attribute name drop down select **Area**. In the Area units drop down select **Hectares.** Click **Ok.**
6. Continue add another forest cover polygons by selecting **Add another Forest Cover polygon** in the Question section. Click **Next**. (Do not add layer information to the forest cover polygons at this time).
7. In the question section select **Finish**. Click Finish.

8. In the eziLink content window right click on the forest cover polygon(s) and select add Layer.



9. View the new layer in the attribute window and enter the Layer information.
    a. Key Notes
        - **Inventory Layers** – Only the *Crown Closure* and *Total Stems* are required. It is not necessary to enter the *Well Spaced*, *Total Well Spaced*, or *Free Growing* Numbers on the inventory layers; unless, only an inventory layer is being submitted. If you will only submit the inventory layer the well spaced number must be submitted under the inventory layer (This is common with Multi Layer Stands).
10. Right click on the layer you just added and select **Add Tree Species**.



11. View the tree species data in the attribute window and enter the species information.
    a. Repeat steps 9 and 10 for each species on the layer.
12. If damage agents exist for the polygon, right click on the layer and select **Add Damage Agents** (This should be the inventory layer).
13. Enter the Damage Agent information
    a. Repeat steps 12 and 13 for each damage agent.
    b. Key Notes
        - Either the Incidence Percent or the Incidence Area must be filled out for the damage agent.
14. Repeat steps 8 through 13 as necessary for each forest cover polygon in the submission.
15. When you are finished adding the Layer and Species information to the polygon you can add any non-mappable components that may exist for the polygon. If no non-mappable

components exist for the polygon, skip ahead to step 17. To add non-mappable components right click on the Forest Cover Polygon and select **Add Non Mappable Component**.

16. Enter the Non Mappable Component information. Click **Next**.
    a. Key Notes
        - Immature (IMM) polygons cannot be added as non-mappable components.
17. Save the XML

Activities

Is the Activity Planned or Completed?

Planned Activities

The E-Submitter should double check that the planned activity does not already exist in RESULTS before creating the XML. If the activity does exist and it is being changed, use the Update action code and enter the RESULTS ATU ID in the eziLink™ Licensee ID field.

If the activity is a planned activity the *Is Actual Date* field in eziLink™ should be set to **"N-No"**.

Planned activities are displayed in RESULTS on the RESULTS315-Activities page with an "N" in the Rslt column.

Completed Activities

If the E-Submitter is reporting a completed activity, the *Is Actual Date* field in eziLink™ should be set to **"Y-Yes"**. The E-Submitter will need to check the Activities tab in RESULTS to see if a planned activity was scheduled in RESULTS that can be updated. The planned activity must have the same base code and the remainder of the planned activity details should similar.

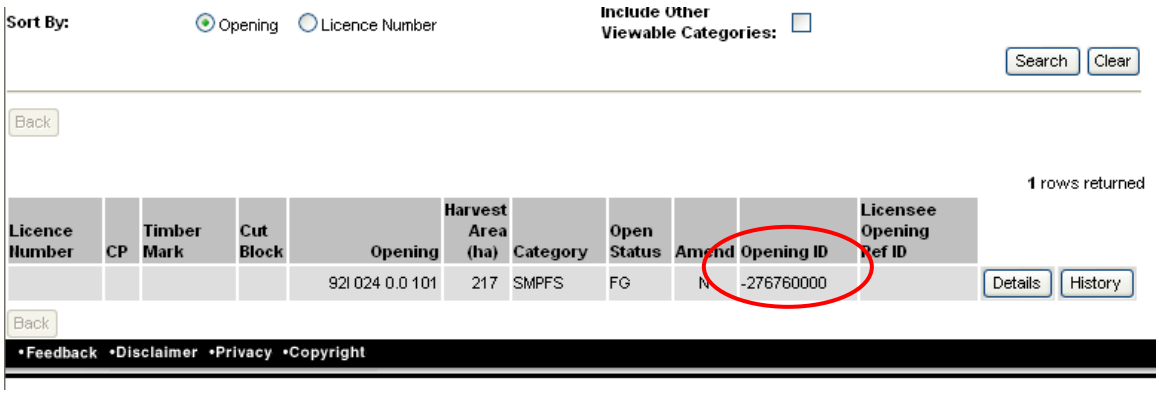
If a planned activity does exist that can be updated with the completed info, use the Update action code and enter the RESULTS ATU ID in the eziLink™ Licensee ID field.

Entry for Activities

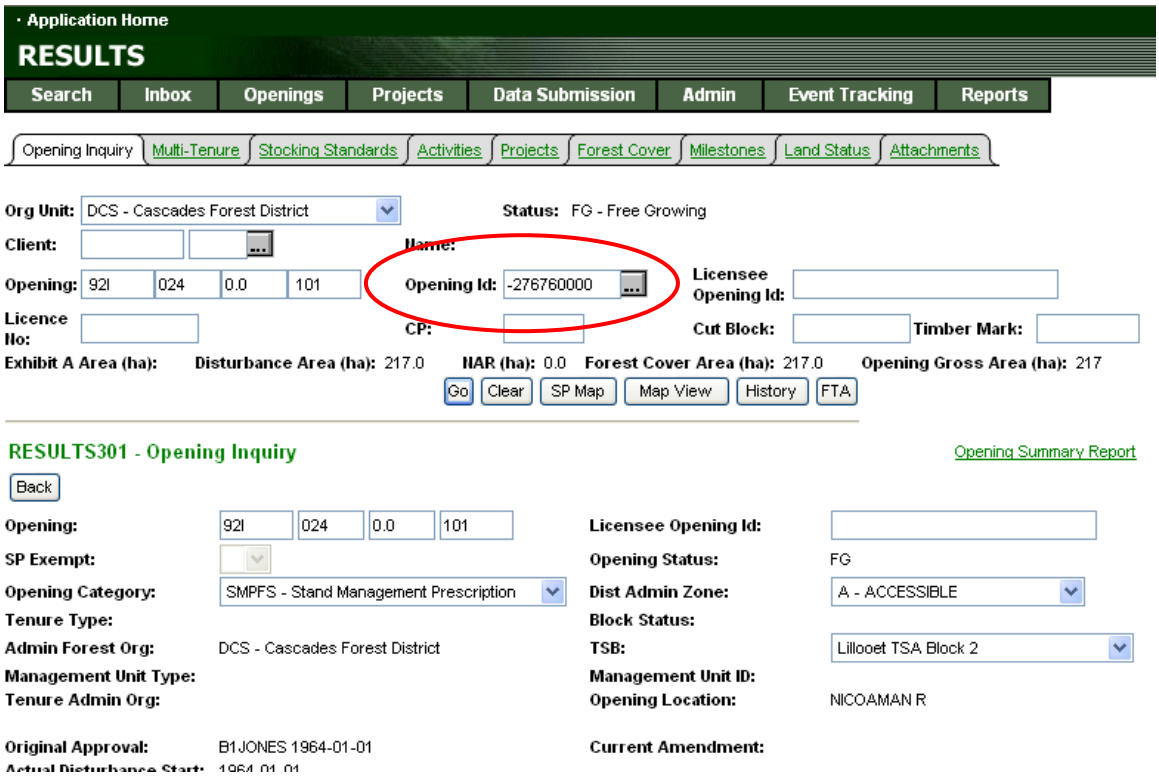
If you are adding an additional submission item to an XML, start at step 3.

Assuming the opening already exists in RESULTS…

1. Under Key Selection choose Opening ID Key. Click **Next**.
2. Under the Opening ID Key enter the Opening ID for the opening. Click **Next**.
    a. To find the opening ID search for the opening/block in RESULTS the opening ID will show in two locations:
        - The search results



- The RESULTS tombstone for the opening



3. Under Opening Item Selection select **Silviculture Activities**. Click **Next**.
4. Enter the Silviculture Activity information. Click **Next**.
    a. Key Notes
        - **Action** – Use **Insert** for activities that do not have an existing planned or completed activity that will be updated. Use **Update** for activities that are updating and existing planned or completed activity.
        - **Is Actual Date** – Use "**Y**" if the activity has been completed and use "**N**" if the activity is a planned activity.

- **Licensee ID** – If you are updating a planned activity, copy the RESULTS ATU ID for the planned activity and paste it into this field.
- **Funding Project ID** – This field must be filled out for *completed* Government Funded Activities. This field updates the interagency number in RESULTS.

5. If you are creating the XML for a *completed Planting Activity* continue with step 6. For all other Activities Skip ahead to step 10.
6. Under the Question section select **Add Planting Stock**. Click **Next**.
7. Enter the Planting Stock information. Click **Next**.
    a. Key Notes
        - **Missing Fields** – The following fields must be entered directly in RESULTS
            a. Request Key.
            b. Bid Price Per Tree ($)
8. If necessary repeat steps 6 and 7 to add any remaining planting stocks.
9. If there are more activities to enter for the opening, under the Question section select **Add Another Silviculture Activity**. Click Next. Repeat the necessary steps in steps 4 through 8.
10. When you have finished entering the Activity information select **Finish** and then click the **Finish** button.
11. Save the XML

Milestones

Before You Start

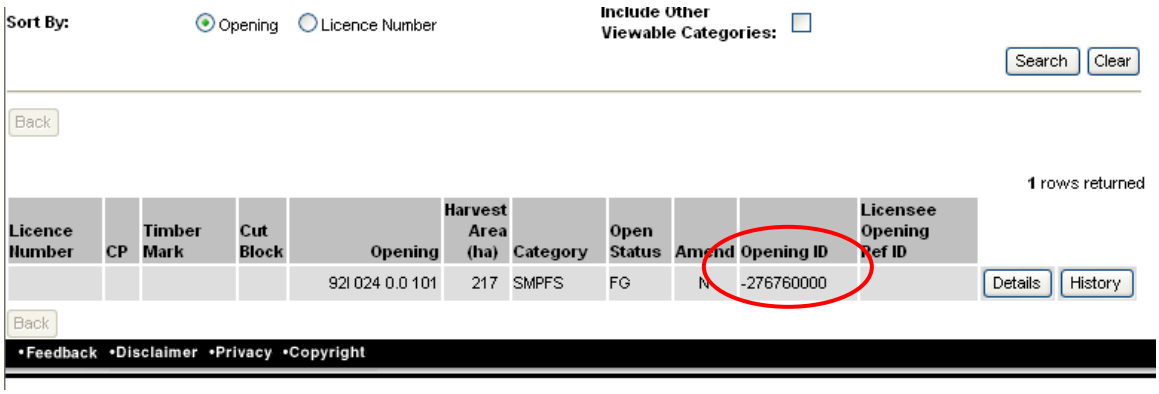
Remember! Milestones are reported by SU. The entire SU must have reached the particular milestone before it can be declared.

Entry for Milestones

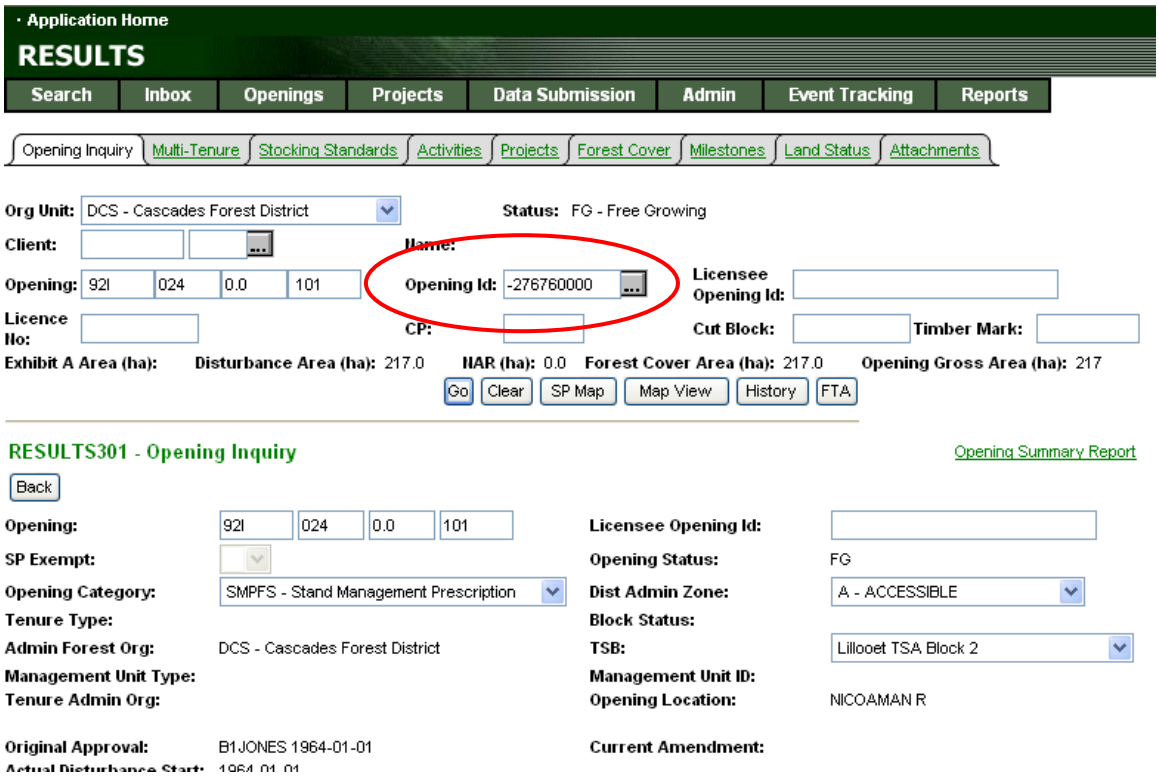
If you are adding an additional submission item to an XML, start at step 3.

Assuming the opening already exists in RESULTS…

1. Under Key Selection choose Opening ID Key. Click **Next**.
2. Under the Opening ID Key enter the Opening ID for the opening. Click **Next**.
    a. To find the opening ID search for the opening/block in RESULTS the opening ID will show in two locations:
        - The search results



- The RESULTS tombstone for the opening



3. Under Opening Item Selection select **Milestone Declaration**. Click **Next**.
4. Enter the Milestone Declaration information. Click **Next**.
5. Repeat for each Milestone to be declared.
6. When you have finished entering the Milestone Declaration information select **Finish** and then click the **Finish** button.
7. Save the XML.

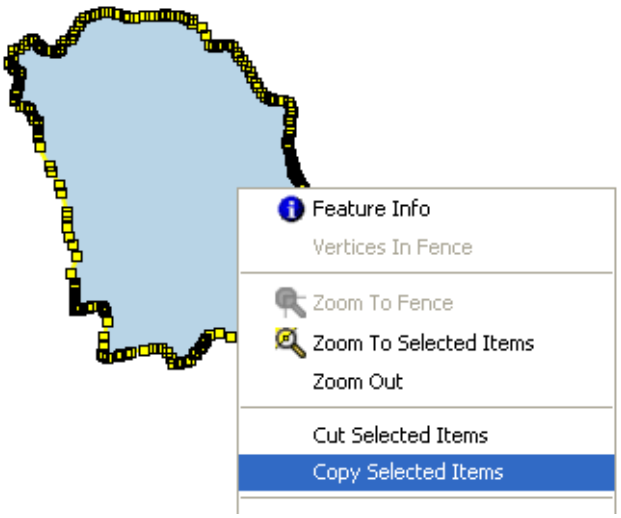
Add Spatial

1. Go to File > Load Dataset to load the spatial for the harvest application. In the format section, make sure you select the format of the file you are looking for (i.e. shapefile) Navigate to the location of your spatial files. Select the coordinate system the file is projected in. Click **OK**. A new working layer with the same name as the dataset will appear under the Working category.

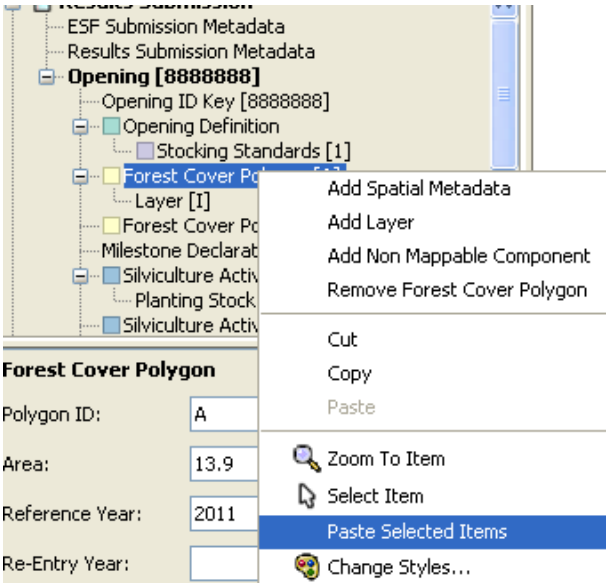
    a. Optional steps:

    - Option step - Double check that the BC Basemap is checked off and visible in the map window. (If the BC Basemap did not load automatically, contact the eziLink™ support). In the toolbar click the **Zoom to Full Extent** button to validate that the spatial falls within the BC Boundary. If BC Basemap fills the map window the spatial is located within BC.
    - Right click on the dataset and select zoom to layer. Select one of the polygons and click the **Zoom to Full Extent** button to validate that the spatial falls in the right area within the province.
    - Use the Validate Selected Layers tool to run a geometry validation on the spatial polygons.

2. Copy the spatial geometry into the XML.
3. Select the polygon in the map window right click and select **Copy Selected Items**.



4. Right click on the opening item you would like to paste to in the content window and select **Paste Selected Items**.



5. Repeat for each spatial component of the submission.
6. Save the XML.

Spatial Requirements Based on Submission type

- Opening Definition Submissions – *Spatial is required*
  - Opening Definition Item
    - The entire opening shape needs to be unioned, copied, and pasted to the opening definition layer.
  - Stocking Standard Item(s)
    - Each individual SU polygon will need to be copied and pasted to the appropriate SU layer.
- Disturbance Item(s) – *Spatial is optional*
  - The entire area under the disturbance needs to be unioned into one polygon or multipart polygon and pasted to the activity layer.
- Forest Cover Submission Item(s) – *Spatial is optional*
  - Each individual Forest Cover (Stratum) polygon and mappable NP and Reserve area will need to be copied and pasted onto the appropriate Forest Cover layer.
- Activity Submissions Items(s) – *Spatial is optional*
  - The entire area treated under the activity needs to be unioned into one polygon or multipart polygon and pasted to the activity layer.

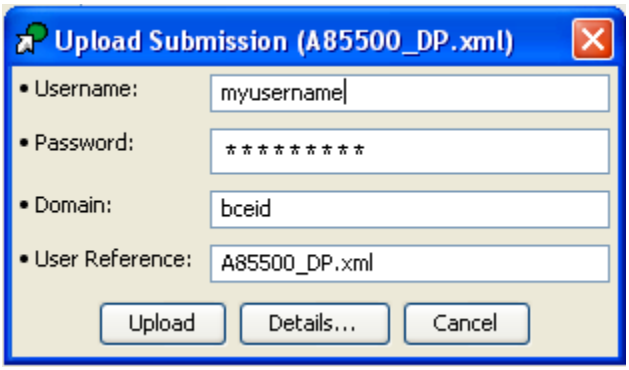
*For more details on manipulating spatial see the **eziLink™ Users Manual** located in the eziLink™ help menu.*

XML Submitted

Before submitting the XML, do a review of the data entered to make sure there are no data entry errors.

To Upload the Submission:

1. Click the **Upload Submission** button.
2. Enter your IDIR or BCeID information. Click **Upload**.



3. In a few minutes click on the **Get ESF Submission Status** button.
4. Enter your username and password again. Click **OK**.
5. If the XML has been processed by the ESF, a message will be returned that will indicate whether the RESULTS tracking system has been updated. You will also get an email with the same ESF submission status information.
    a. If the submission has been rejected fix the issues and resubmit.
6. Once the xml has been successfully entered into the system, update the RESULTS Batch tracking sheet with the ESF number, Date Submitted, and any comments.

External Guides

- eziLink™ Users Manual – Located in the eziLink™ **Help** menu.
- Various RESULTS guides can be found on the Business Policy and Documentation web page http://www.for.gov.bc.ca/his/results/business.htm.
- The RESULTS Technical Specifications http://www.for.gov.bc.ca/his/results/webhelp/index.htm.