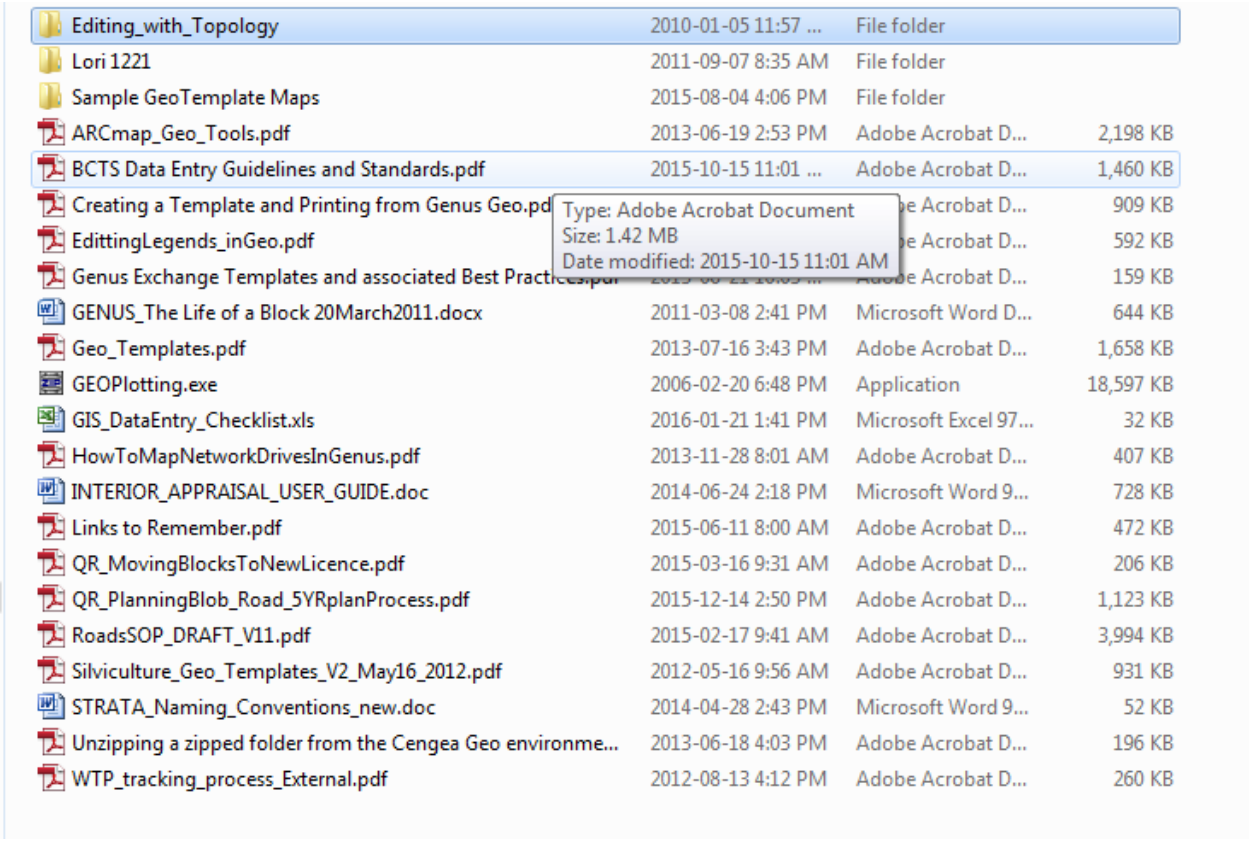
Links to Remember

External FTP Site:

http://www.for.gov.bc.ca/ftp/TKA/external/!publish/GENUS/



Editing_with_Topology folder (contains documents that assist the contractor in editing and how to run topology)

Sample GeoTemplate Maps (folder contains sample template maps that show user what tags are populated and what the template will look like before making edits)

ArcMap_Geo_Tools.pdf (this outlines some basic tools, how to use them, can be used by contractors/internal staff)

BCTS Data Entry Guidelines and Standards.pdf (previously named: Standards_for_BCTS_spatialdata.pdf) (outlines naming conventions of pdfs, spatial data, where data is to be stored etc., what BCTS is collecting and in what format)

Creating a template and Printing from Genus Geo.pdf (previously named: Printing from Genus Geo.pdf)(this document outlines how to run the templates to create the initial MXD, the settings required to create the pdf)

EdittingLegends_inGeo.pdf (this document outlines how to edit legends when data is added or symbology changes from the standard we have set up in the templates)

Genus Exchange Templates and associated Best Practices.pdf (This document walks you through creating an XML and saving an XML template for Blocks only, refer to the roads SOP for Roads)

Genus_the life of a block.docx (outlines the processes that may occur when a block is created – resources only.)

Geo_templates.pdf (outlines all the templates that the contractors are required to run and what spatial/tabular information needs to be entered)

GIS_DataEntry_Checklist.xls (previously named: Contract_Check_Balance.xls)(this is the spreadsheet that the contractor must submit after entering spatial. This is attached to an invoice (monthly or otherwise setup in the contract); the invoice does not get paid till GIS reviews.

HowToMapNetworkDrivesInGenus.pdf (this document shows user how to map drives in GEO and Resources)

Interior_Appraisal_User_Guide.doc (this document is for working on appraisals)

Links to Remember.pdf (outlines how to get access to FTA/Results/ genus manuals, password resets and various other items of note)

QR_MovingBlocksToNewLicence.pdf (this document guides you on how to move blocks between licences)

QR_PlanningBlob_Road_5YRplanProcess.pdf(this document guides user through entering planning roads and blobs and corresponds to existing processes like the Roads SOP, etc.)

RoadsSOP_DRAFT_V11.pdf (outlines data that needs to be entered at the different phases of the road. This data is the same as the data in the ROADS SOP folder; some users have issues with this document)

Silviculture_Geo_Templates_V2_May16_2012.pdf (this document outlines the requirements for running the silviculture pre and post templates)

STRATA_Naming_Conventions_new.doc (this document outlines the guidelines for naming strata and Standard Units within Cengea)

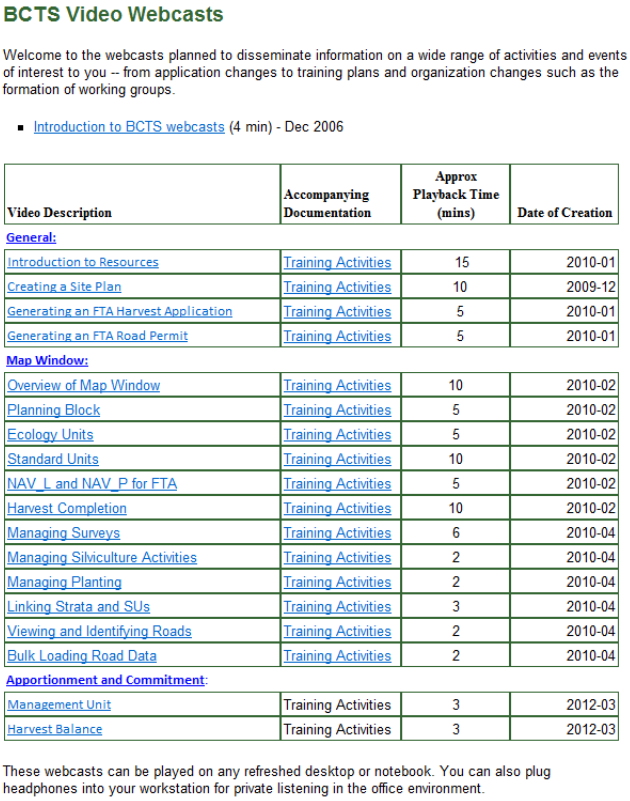
Unzipping a zipped folder from the Cengea Geo environment.pdf (outlines how to unzip a folder that has been zipped up by BCTS GIS staff)

WTP_Tracking_process_External.pdf (this document outlines the steps the contractors have to take to track WTRA that have been maintained or established for a specific reason e.g. First Nations, Red listed species etc.)

Cengea manuals/videos/training documents:

https://gww.for.gov.bc.ca/bcts/genus/manuals.htm

https://gww.for.gov.bc.ca/bcts/apps/webcast/videoindex.htm



BCTS Video Webcasts

Welcome to the webcasts planned to disseminate information on a wide range of activities and events of interest to you -- from application changes to training plans and organization changes such as the formation of working groups.

- Introduction to BCTS webcasts (4 min) - Dec 2006

Video Description	Accompanying Documentation	Approx Playback Time (mins)	Date of Creation
General:			
Introduction to Resources	Training Activities	15	2010-01
Creating a Site Plan	Training Activities	10	2009-12
Generating an FTA Harvest Application	Training Activities	5	2010-01
Generating an FTA Road Permit	Training Activities	5	2010-01
Map Window:			
Overview of Map Window	Training Activities	10	2010-02
Planning Block	Training Activities	5	2010-02
Ecology Units	Training Activities	5	2010-02
Standard Units	Training Activities	10	2010-02
NAV_L and NAV_P for FTA	Training Activities	5	2010-02
Harvest Completion	Training Activities	10	2010-02
Managing Surveys	Training Activities	6	2010-04
Managing Silviculture Activities	Training Activities	2	2010-04
Managing Planting	Training Activities	2	2010-04
Linking Strata and SUs	Training Activities	3	2010-04
Viewing and Identifying Roads	Training Activities	2	2010-04
Bulk Loading Road Data	Training Activities	2	2010-04
Apportionment and Commitment:			
Management Unit	Training Activities	3	2012-03
Harvest Balance	Training Activities	3	2012-03

These webcasts can be played on any refreshed desktop or notebook. You can also plug headphones into your workstation for private listening in the office environment.

You will be prompted for your user name and password on these sites. It should be entered as below (e.g. idir\dlhay):

Idir\your idir name

Password

FTA, ESF and Results:

https://apps.nrs.gov.bc.ca/int/fta/ (FTA application)

https://gww.for.gov.bc.ca/his/fta/ (FTA reference material)

https://apps.nrs.gov.bc.ca/ext/esf/ (ESF application)

https://www.for.gov.bc.ca/HIS/ESF/ (ESF reference material)

https://apps.nrs.gov.bc.ca/ext/results/ (Results application)

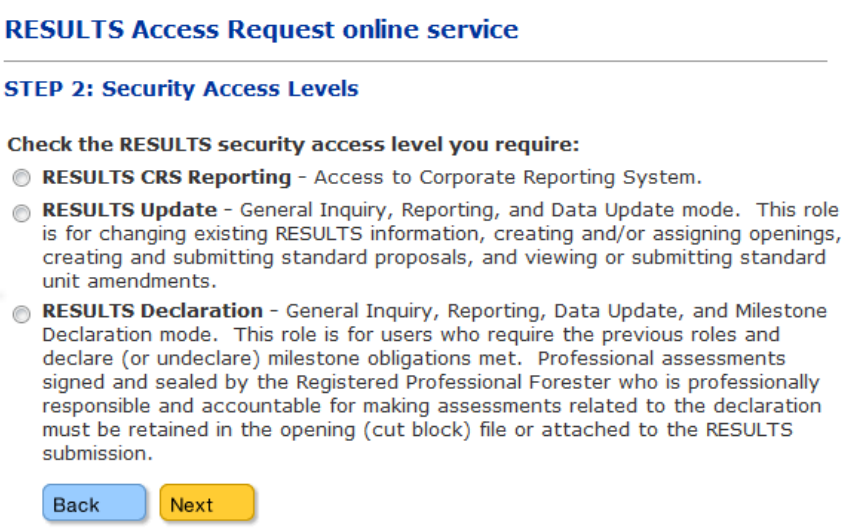
https://www.for.gov.bc.ca/his/results/ (Results reference material)

Access to FTA, ESF and Results:

Note: if you request access to either FTA or Results access, you automatically get ESF access. When requesting access to results you will have to put Kathryn Lawrence as the ministry official (Kathryn.Lawrence@gov.bc.ca) and as Cengea administrator (Candice.Steinke@gov.bc.ca).

1) https://extranet.for.gov.bc.ca/escripts/efm/access/results/access.asp (Results access)

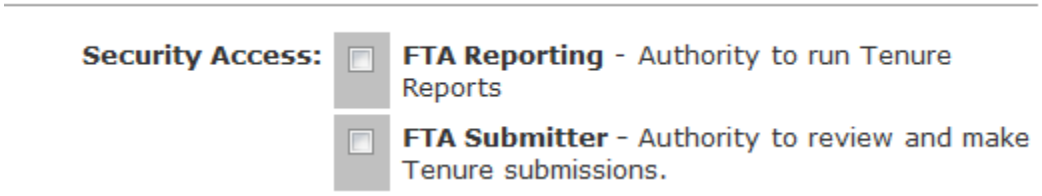
Make sure you select the appropriate access level:



2) https://extranet.for.gov.bc.ca/escripts/efm/access/ft.asp (FTA access)

MOF Client Number: 00132188 (TSM Kamloops) MOF Client Location: 00 (zeros)

Make sure you select the appropriate access level:



Access to ECAS:

Note: if you request access to ECAS you can only submit for one client. Any new request has to be a new user. When filling out the form, please make sure that you check the IDIR radio button and enter your IDIR id. (E.g. jsmith)

http://www.for.gov.bc.ca/hva/ecas/documentation.htm

http://www.for.gov.bc.ca/hva/ecas/access.htm

Access Requirements:
Note: select the appropriate role required (ECAS BCTS – Submitting RPF/RFT or ECAS BCTS – Data Entry)

Tenure Holder information:

Full Legal Name: Timber Sales Manager Kamloops

Client #: 00132188

Application Bulletins:

Note: We recommend that you subscribe to the application bulletins to receive emails about the applications you will be using. This will prevent any miscommunication about genus outages.

http://www.for.gov.bc.ca/pscripts/his/apb/profile.asp

Change IDIR Password:

https://www.pwchange.gov.bc.ca/

Change/Check BCGW password:

Checking to see if you have a BCGW account:

https://apps.gov.bc.ca/int/aqt/jsp/query.jsp

Change your BCGW password:

https://apps.gov.bc.ca/int/chorapwd/

Password Resets

For Contractors:

- Contractor Account locked out: email Trimble(Cengea) administrator with password reset request including the following information: IDIR name, direct line phone number (they will not reset the password if there is a switchboard, a cell phone can be used), a time when you will be at that number.
- Trimble Administrator will then send request to 77000 Shared Services BC Service Desk to request password reset.
- Shared Services Desk will contact contractor directly with the number that was provided.

Access Trimble(Cengea) applications (via DTS):

http://dts.gov.bc.ca

Password for genus from the ARCMAP environment is"adam" you will be prompted to enter in order to run templates or access the layer manager or any of the Cengea Toolbars

Imagery:

From the GEO environment map a network drive to the following:

Drive Letter O:\

Folder location \\imagefiles.bcgov\imagery

airborne\ ortho_tiles\2011\enhanced\bcalb\

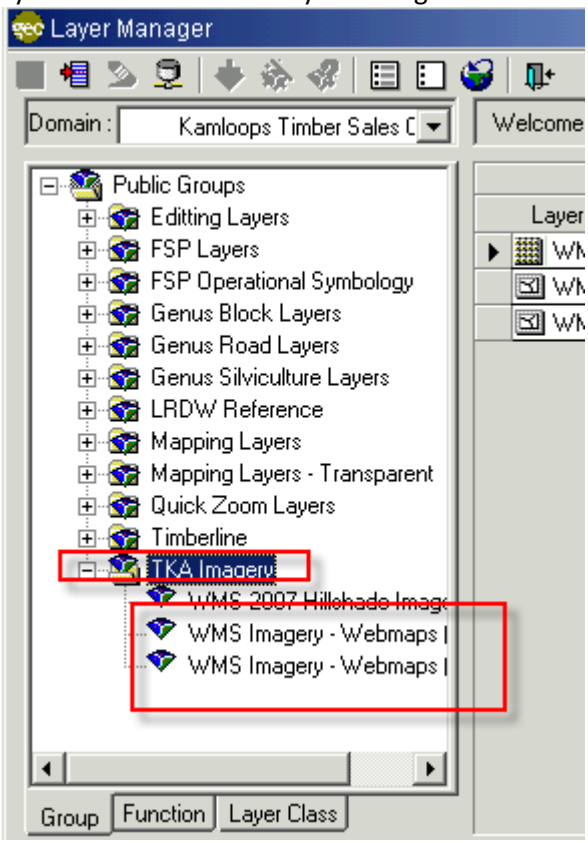
Choose the letter block and then the mapsheet you need to load (by BCGS 20K Grid)

You can also add the mosaic of the new imagery:

\\bctsdata.bcgov\data\tka_root (bullwinkle directory or your F drive which is automatically mapped). Navigate to tka_root\Layer_Files\Imagery folder and load the following layers:

WMS Imagery –Webmaps(UTM10).lyr
WMS Imagery – Webmaps(UTM11).lyr
WMS Imagery- Webmaps SPOT.lyr (only in Layer_files\Imagery folder)

Or you can load from the layer manager in GEO:



Genus Backup layer and unlinked spatial:

F:\tka_root\genus_backup\DBP06 (various geodatabases with all the feature classes)

- Note this folder will only contain backups for a week
- We also have the ability to get something back for up to three months

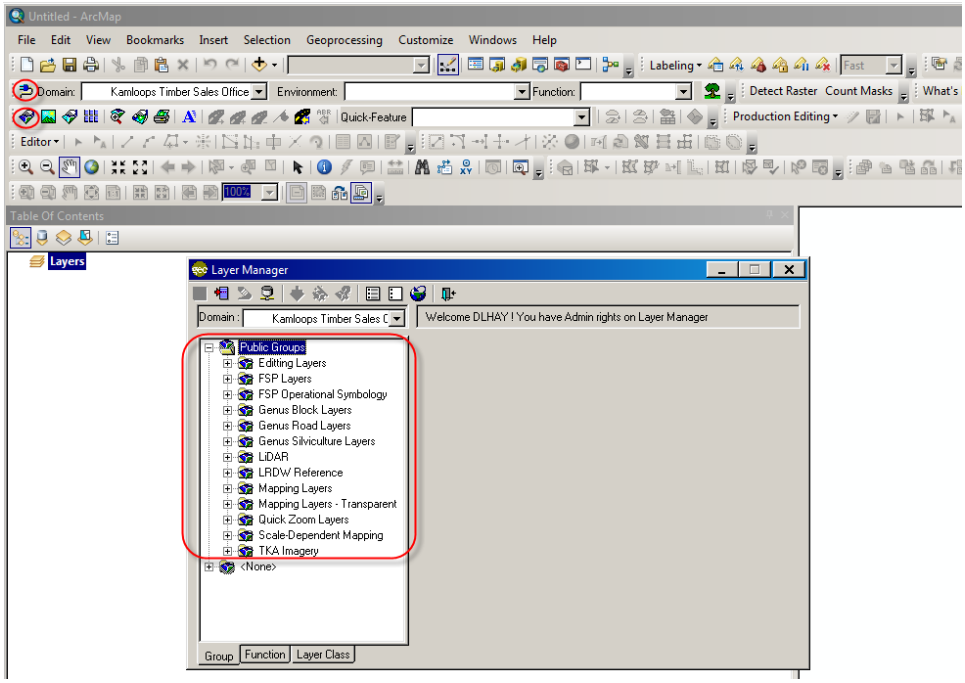
F:\tka_root\local_data\TKA\Genus_Unlinked (Unlinked_Spatial.gdb)

- contains various feature classes of blocks, roads, planting, silviculture activities, strata hist
- look for the one without the date (it is the most current cut)

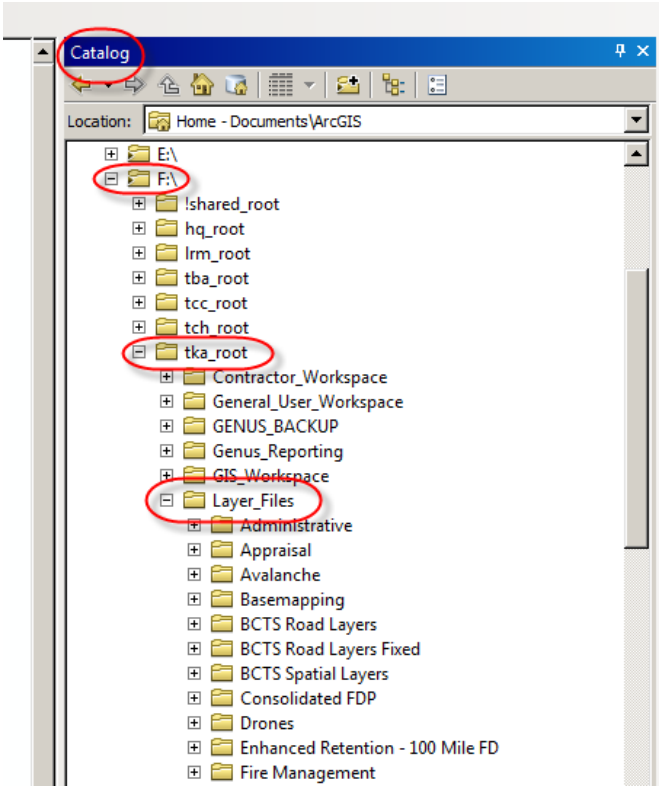
Layer file locations:

There are two locations for layer files, one within the application, and one on the datashare.

1) Within Geo extension, choose layer manager



2) From Catalog or load data button, navigate to f:\tka_root\layer_files
   - Navigate to the appropriate folder to find the data that you need



Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
	March 2015	Devona Hay	- Update all links and screen captures in document, add in change tracking, add in access information for results and fta
	June 2015	Devona Hay	- Update links for applications
	Feb 2016	Devona Hay	- Update all sections
	April 2017	Devona Hay	- Add in links for BCGW password changes - Add imagery information -
	Mar 2018	Devona Hay	- Update results and FTA information - Update section on how to find layer files