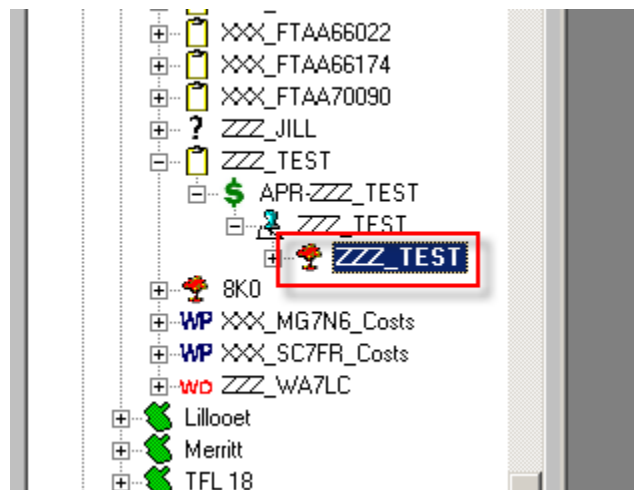


QUICK REFERENCE GUIDE- Moving blocks to new licence/combining blocks

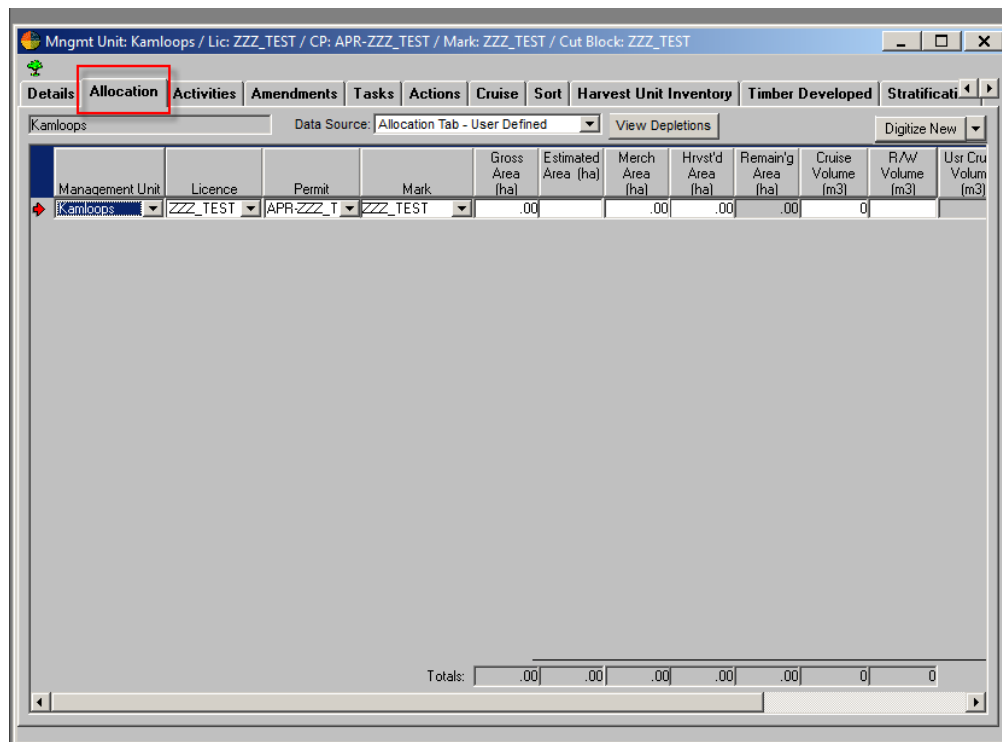
This document will walk the user through the required steps of moving blocks from one licence to another. This will prevent any issues of blocks becoming orphaned in the navigator tree. The document will also walk the user through a process to combine multiple blocks into one block and how to deal with costs and additional UBIs.

Transferring blocks to new licences:

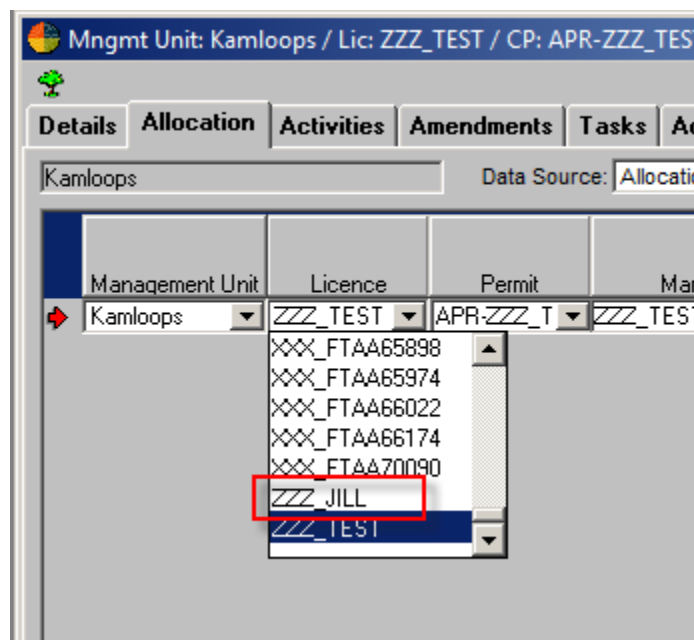
- 1) Select the block you want to transfer from the existing licence to the new licence. Double Click to open the block details screen.



- 2) Once the block details screen is open, select the "Allocation" Tab



- 3) Once you have the allocation tab open, you can transfer the block to the new licence. To do this, select the licence dropdown first. Select the Licence that you want to transfer the block to and switch.



Once you select the licence you are transferring the block to from the dropdown you will notice that the permit and mark will be empty.

Mngmt Unit: Kamloops / Lic: ZZZ_TEST / CP: APR-ZZZ_TEST / Mark: ZZZ_TEST / Cut Block: ZZZ_TEST

Details Allocation Activities Amendments Tasks Actions Cruise Sort Harvest Unit Inventory Timber Developed Stratificati

Kamloops Data Source: Allocation Tab - User Defined View Depletions Digitize New

Management Unit	Licence	Permit	Mark	Gross Area (ha)	Estimated Area (ha)	Merch Area (ha)	Hrvst'd Area (ha)	Remain'g Area (ha)	Cruise Volume (m3)	R/W Volume (m3)	Usr Cru Volum (m3)
Kamloops	ZZZ_JILL	< None >	< None >	.00		.00	.00	.00	0		

- 4) You will need to reselect the permit and mark to the new licence that you selected in step #3. Once you do this don't forget to hit the save button. You have now transferred a block to a new licence!

Mngmt Unit: Kamloops / Lic: ZZZ_TEST / CP: APR-ZZZ_TEST / Mark: ZZZ_TEST / Cut Block: ZZZ_TEST

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Kamloops	ZZZ_JILL	APR-ZZZ_JI	ZZZ_JILL	.00		.00	.00	.00	0		

Combining multiple blocks into one block

NOTE: Please talk with your contract coordinator before doing this.

This process should be completed as soon as possible to avoid creation of a UBI and having to deal with transferring costs and tabular information. You should not create a new tabular record and assign a new UBI. In the event that you have multiple multiphase contracts developing in a similar area you should work with co-workers to identify where there may be a benefit to combine blocks.

- 1) Have your multiphase GIS fix the spatial or GIS TSO contact fix the spatial information by placing a GIS request on the [GIS sharepoint site](#)
- 2) Combine the tabular information from both blocks into the one that you are keeping. The only way to complete this is to copy and paste any relevant information from one to the other. There is no simpler method. In the comments for the block you are removing you can add: This block is being combined with block "A" and this record will be removed. Sign and Date. Also place similar information in the block that you are keeping. This helps when we go to remove the XXX blocks from the navigator tree and no research needs to be done to determine why this one was flagged or if it has costs etc.

- 3) Flag the tabular record that you are not keeping with “XXX_” before the Block_ID (**ONLY TO BE DONE BY TKA STAFF**)
- 4) Contact the Business Analyst to discuss transfer of costs from UBI that is being removed to the UBI that is being kept. They will be able to advise whether or not the costs can be transferred.

Adding additional block spatial to an existing shape

- 1) **DO NOT CREATE A NEW TABULAR RECORD AND ASSIGN A UBI.** You can have a polygon that has multiple pieces to it. Your GIS person will know how to do this.
- 2) Have your multiphase GIS fix the spatial or GIS TSO contact fix the spatial information by placing a GIS request on the [GIS sharepoint site](#)
- 3) Enter any additional information in Cengea relevant to this new addition.(eg. Previous stand type etc.)

Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
1.0	February 2015	Devona Hay	- Creation of Quick reference guide, identify process to follow.
	April 2016	Devona Hay	- Update combining multiple blocks section
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