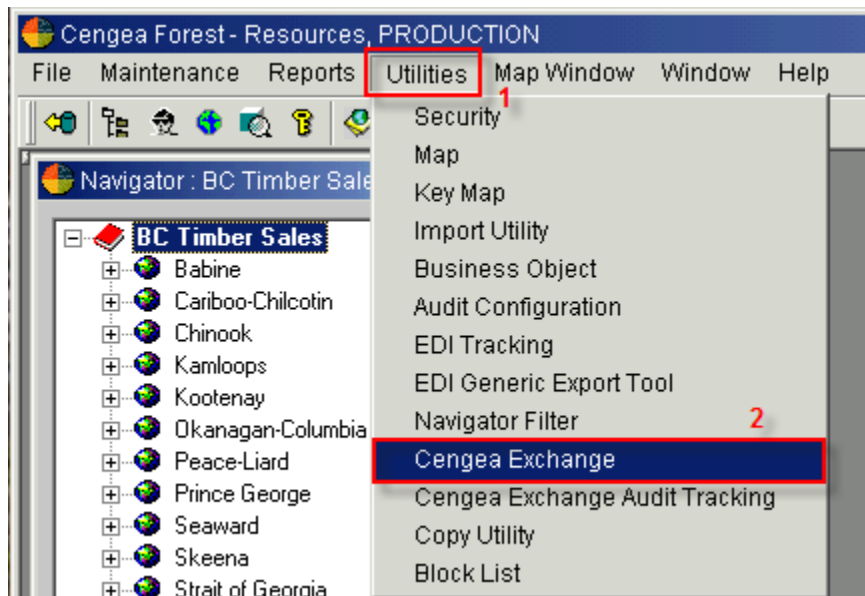


XML Exchange Templates and associated Best Practices

1) Running an xml

- Start Cengea Resources
- Go to the Utilities Tab and choose Cengea Exchange

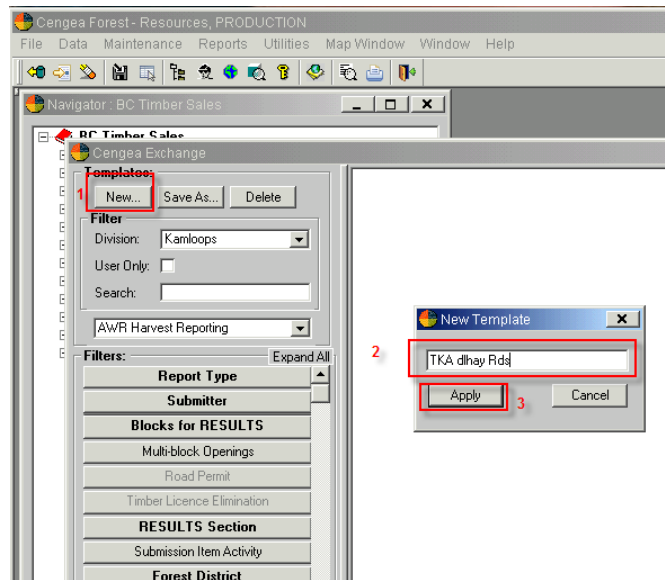


- Choose your template if you already have one, and fill in the appropriate information. Please see number 4 below for user guides to reference for the various milestone submissions

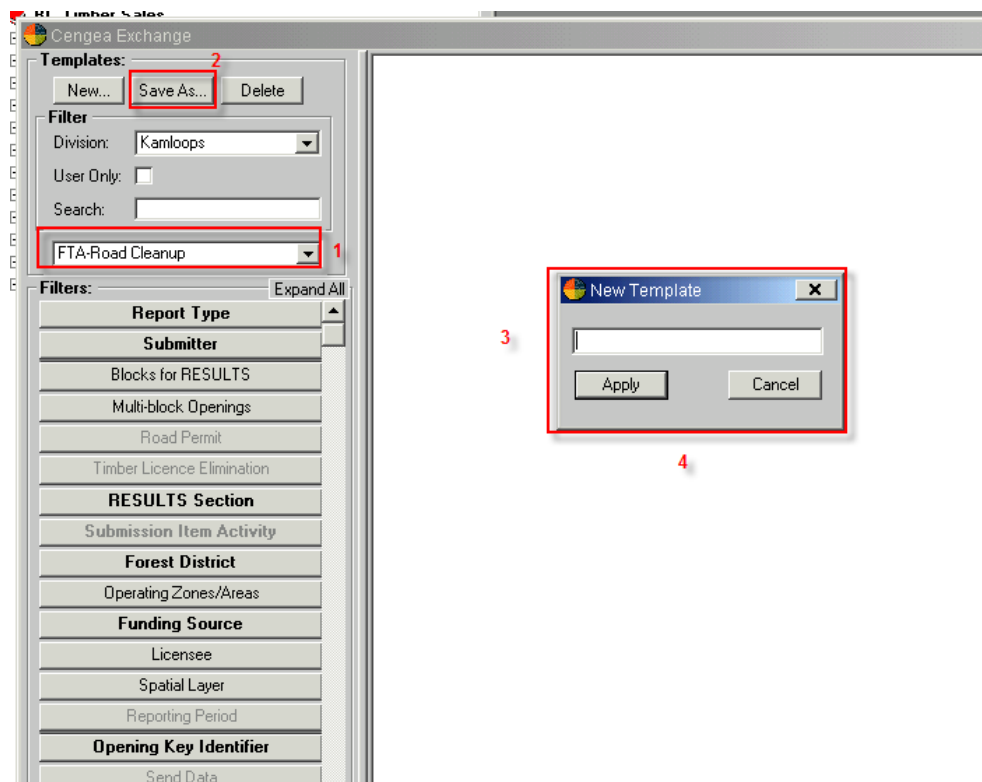
2) Saving or copying a template

NOTE: PLEASE DO NOT SAVE A TEMPLATE FOR EVERY SUBMISSION. You should only have one template per submission type (i.e. TKA_dlhay_FSR).

- Saving a template: Select "New" when in the Cengea Exchange module
- Type in a name (**MUST FOLLOW THE NAMING CONVENTION listed below in number 3**)

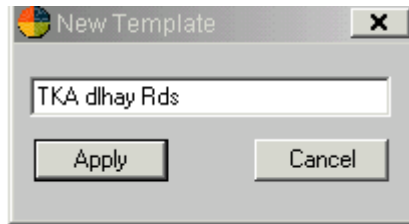


- Copying a template: Choose the template that you want to copy from the dropdown list.
- Click save as to bring up the template naming window and type in a name following the naming convention in number 3 below. Don't forget to hit apply.



3) Proper naming convention

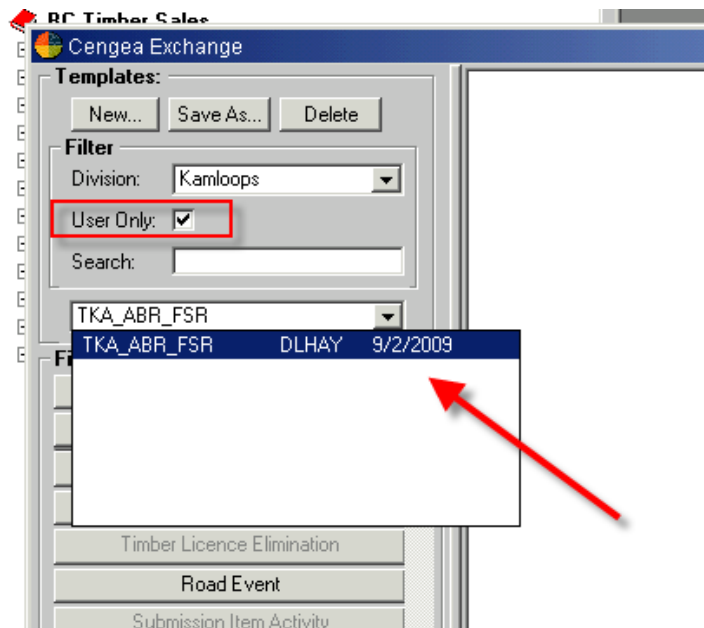
- All templates should be named with the following naming convention
 - Three letter Business Area code (TKA), followed by IDIR name, followed by type of submission eg. TKA dlhay Rds)



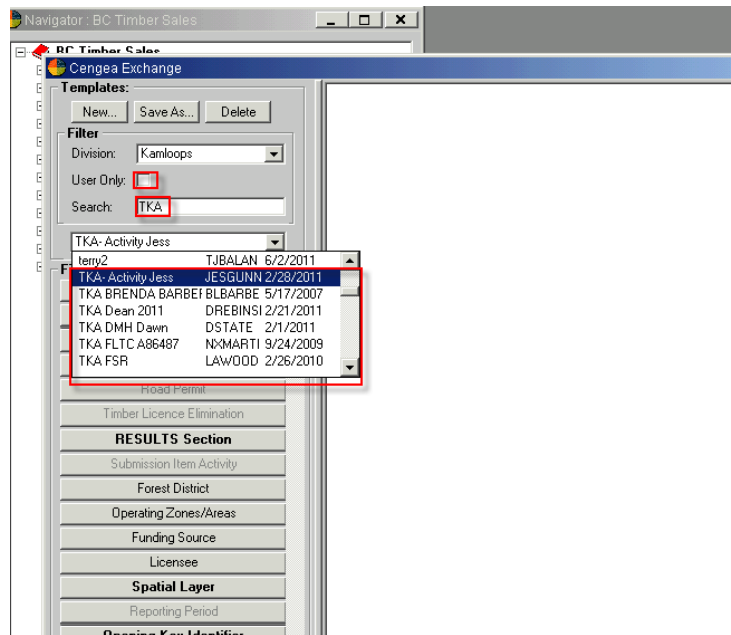
- **NOTE:** If templates do not follow this naming convention they will be deleted.

4) Using the Filter and Search functions

- To Filter only templates that you created, check on User Only (check mark in the box). This will then show all templates that were created by you instead of filtering through the entire list for the Business Area

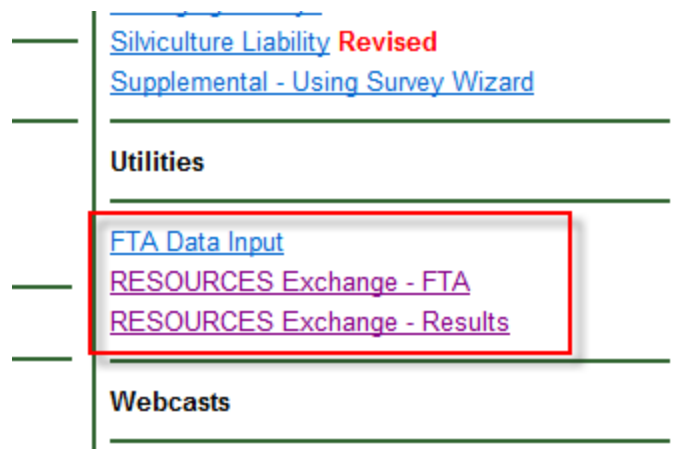


- To search the list: type in the Search box Only the beginning of the name of the template and the system will scroll to the closest matching template that meets the filter criteria. **NOTE:** the search function will not take wildcards (eg. Asterisk (*)).



5) Links to other manuals for reference

- For submitting roads: <http://www.for.gov.bc.ca/ftp/TKA/external/%21publish/GENUS/> . Select the RoadsSOP_DRAFT.pdf and select chapter 7.
- For submitting to FTA (blocks):
http://www.for.gov.bc.ca/ftp/HBT/gov_internal/!publish/genus/manuals/FTA.pdf
- For submitting to Results (blocks):
http://www.for.gov.bc.ca/ftp/HBT/gov_internal/!publish/genus/manuals/Exchange_RESULTS_71.pdf
- For submitting to ABR:
http://www.for.gov.bc.ca/ftp/HBT/gov_internal/!publish/genus/manuals/Exchange_ABR_70.pdf
- For complete instructions to submit to either FTA or Results, click on link below:
<https://www.for.gov.bc.ca/bcts/genus/manuals.htm> . Click on one of the links based on the type of submission that you are doing.



Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
	April 2016	Devona Hay	<ul style="list-style-type: none">- Update of document- Add in change tracking
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			-