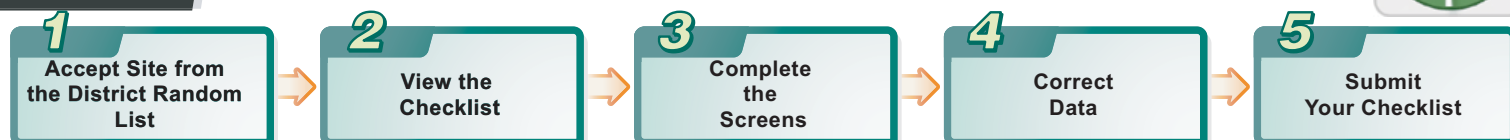


Riparian Checklist - Quick Reference



Overview



To add multiple Riparian Checklists on different reaches of the same stream, use the [Add New](#) button in any Riparian Checklist already created for the desired Opening/ Block and fill it as described in Steps 3 to 5 below. All checklists will be listed on the **Accepted Sites** page for your district.

Process Details

- ### 1 Accept the Site from the District Random List
- Follow protocol rules on accepting and rejecting from the random list.
 - Starting at the top and working down; select Site Details link to document acceptance or rejection.
 - Once Site Details have been saved, the selected checklist can be opened by clicking the Yes in the **Existing Checklists** column.
 - Features on this page that help with site selection:
 - Map – if underlined, there is spatial information that can be viewed directly to the opening in mapview
 - Opening ID and Licence provide direct access to RESULTS and FTA.

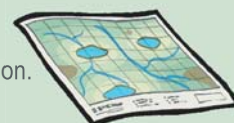
DCH - Chilcotin Forest District													# of Sites Accepted - Biodiversity: 8 Riparian: 5	
Reviewed	Opening	Org Unit	Opening ID	Licence	CP	Blk	Exhibit A (ha)	Harvest Complete Date	Mgmt. Unit	Gross Area (ha)	Net Area (ha)	Existing Checklists		
<input checked="" type="checkbox"/>	920 062 0.0 118	DCH	79398	A54417	92Y	5	4.3	1999-11-01	U - 29	4.3	3.2	Yes	Map	Site Details
<input checked="" type="checkbox"/>	92N 086 0.0 33	DCH	89981	A46484		1	43.8	2001-03-01	U - 29	43.8	41.4	Yes	Map	Site Details
<input type="checkbox"/>	93C 028 0.0 45	DCH	93839	A49778	122	15	16.1	2000-12-01	U - 29	16.1	12.4		Map	Site Details

- ### 2 View the Checklist
- Checklists are generated when you accept a site for evaluation. There are two ways to view the checklist
- From the Accepted Sites List:** As you select sites from the District Random List, you build your Accepted Sites list. You can use this page to quickly find selected sites and display the associated checklists. There are a number of planning features available on this page; for example, you can also use the [District Map View](#) button to help plan site visits by displaying all selected sites on a map of your district.
 - From the District Random List:** In the **Existing Checklists** column, you will see a Yes link in any row where a checklist has been generated. Click the Yes link for the correct site. You will see the name of the resource value as a link in the row you just selected, just below the Yes. Click the correct resource value link. The electronic checklist for the correct resource value opens.

- ### 3 Complete the Screens
- Administration** - Always fill this in first, particularly the **Evaluation Date** and **Team Lead** as this information is needed in other screens.
 - Stream/ Opening** - You need to complete this screen before documenting answers to questions because the Stream Class and Riparian Retention information detailed here affects the answers that are available to you on the **Questions** screen.
 - Field Data** - You may enter information into this screen at any time. Don't forget to save before leaving!
 - Questions** - Click **Expand All** to display all the questions and answer them all. You must complete all questions before submission. As you save your answers, the **Cause of No Answers** checklist appears at the bottom of the page. You must document the cause of each to successfully submit the checklist.
 - Specific Impacts** - For each **Cause of No Answer** provided on the Questions page, check at least one of the possible impacts.
 - Final Comments** - Document all comments entered into the corresponding page of your paper checklist.
 - Notes** - Document any further comments you may have. This section is optional, there is a 2000 character limit (reasonably sized paragraph). You will not get a warning if you go over the limit until you save.
 - Attachments** - Attach a scanned map or key photographs and any other pertinent documentation. Remember pictures and drawings can be very helpful to others to understand the results of a field evaluation.



The size displays automatically when the file is attached. There is a 4mb size limitation.



Remember to read the help page for each screen, this provides field-specific assistance as well as tips on navigating around the screen and hints on how to enter data.

- ### 4 Correct Data
- As you complete and save each page, correct the data as directed by the error messages that display. Remember these edit checks are intended to help ensure data integrity.

Ensuring Data Quality:

The checklists in FREP IMS are designed to enforce the data collection and documentation standards outlined in the resource value protocols. When you save a screen or submit the checklist the system checks to make sure the data entered is valid. Please see the online help for a screen-by-screen summary of data quality rules that apply to Stand Level Biodiversity data.

Remember the difference between an error (a problem with the data, that only you can solve by modifying your data) and a bug (a problem with the system, these must be reported to the Help Desk immediately).

- ### 5 Submit Your Checklist
- Once you have completed all the required screens, click the [Submit](#) button at the top of any of the screens in the checklist.
 - Correct any problems and click the submit button again. A Submission Successful message displays when the process is finished and an [UnSubmit](#) Button becomes visible. Submitted checklists display on the **Accepted Sites** page highlighted in green.



If you submit a checklist in error, a system administrator can "unsubmit".

Please contact the Help Desk for assistance.

IMG Help Desk: Phone: 250-387-8888 or toll free 1-866-955-0556