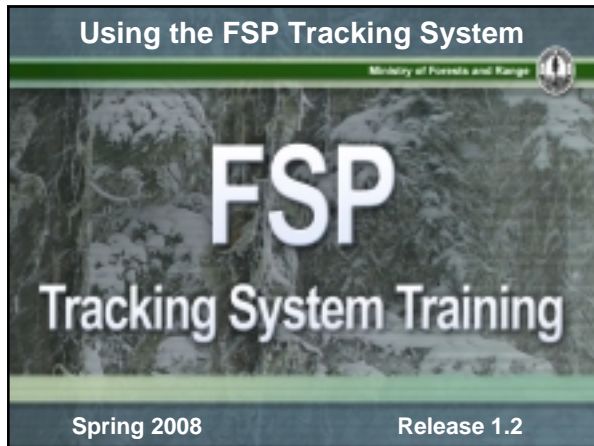


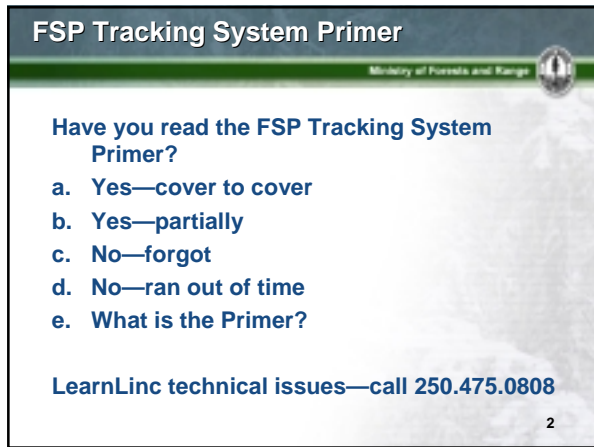


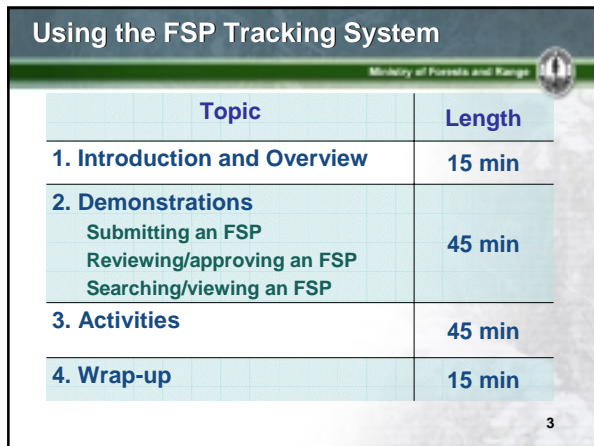
Using the FSP Tracking System

Participant Guide

FSP Tracking System Training Program







Objectives

Ministry of Forests and Range

- How to submit an FSP
- How to review and approve/reject an FSP
- How to search and view an approved FSP
- How to obtain application support

4

Training and Support Program

Ministry of Forests and Range

```
graph TD; A[Pre-Classroom Activities] --> B[Training Sessions  
•Using the FSP TS  
•Amending an FSP in the FSP TS]; A --> C[Support Website  
http://www.for.gov.bc.ca/his/fsp/]; B --> C;
```

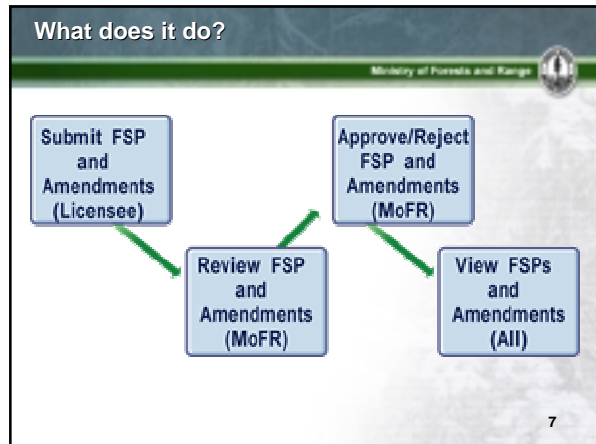
5

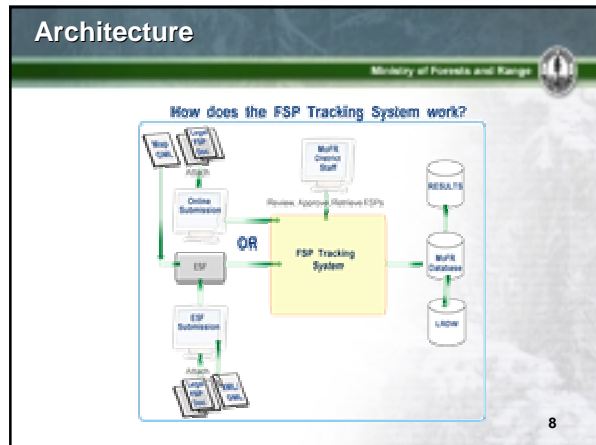
Using the FSP Tracking System

Ministry of Forests and Range

Overview

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What is Captured?

FSP Element	Storage
Legal FSP document	FSP
Supporting documentation	FSP
Decision letter with signature	FSP
Spatial information (FDU, declared areas, section 196)	LRDW
Stocking standards	RESULTS

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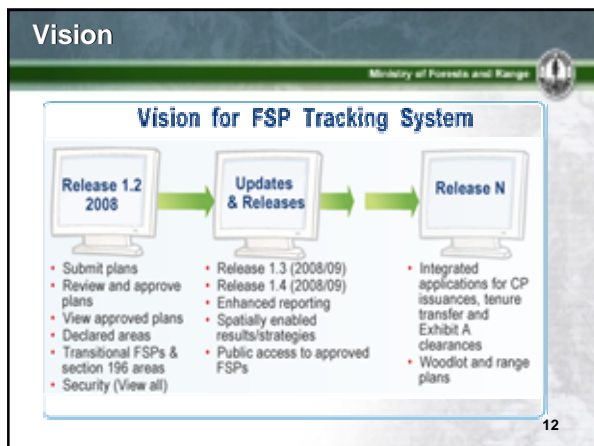
Access to the FSP Tracking System

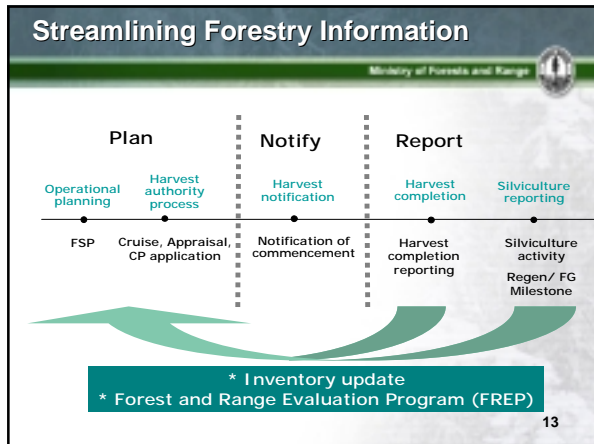
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Role	Description
Submitter	Submit FSPs & amendments
Reviewer	Review FSPs & amendments
Decision Maker	Approve FSPs & amendments
View All	View all approved FSPs
View Only	View approved FSPs submitted by organization
Administrator	Add/change/delete/view FSPs

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- Which are not benefits of the FSP?**
- Ministry of Forests and Range
- Enter stocking standards for use in RESULTS?
 - View FDUs, declared and section 196 areas in approved plans?
 - View approved FSPs and corresponding amendments
 - View own FSP?
 - View other licensee/BCTS FSPs?
 - Ease of submitting/reviewing plans and amendments (e-submission)?
- 11





Using the FSP Tracking System
Ministry of Forests and Range

Demonstrations

- Submit an FSP
- Amend an approved FSP
- Review/approve an FSP
- Search/view an FSP

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Demo—Submit an FSP
Ministry of Forests and Range

How to submit an FSP

1 Submit FSP and Amendments (Licensee)

Electronic Submission Framework **OR** FSP Tracking System

- Submit XML/GML
- Attach FSP
- Attach FSP, supporting info, spatial images
- Enter stocking standards

Attachments
FSP Info
Stocking Standards

Business Process: see AGFSP Part 3

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Demo—Submit an FSP

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Demonstration:

Submit an FSP

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Summary—ESF Submission

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- ✓ **Create and attach XML/GML file containing**
 - FSP header information
 - FDU boundaries, section 196 and declared areas
 - Stocking standards
- ✓ **Attach FSP legal document and other documents**
- ✓ **Submit through ESF**

NOTE: the FSP is NOT approved at this point

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Summary—FSP Submission

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- ✓ **Setup FSP with header information**
- ✓ **Attach FSP legal document**
- ✓ **Attach map images and shape files (zipped) of FDU boundaries and any section 196/declared areas**
- ✓ **Attach supporting documentation**
- ✓ **Enter the stocking standards**
- ✓ **Submit through FSP Tracking System**

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Business Rules—Submit an FSP

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- Can update FSP information while in “draft” status (until submitted)
- Must attach legal FSP document to submission (.pdf or .doc)
- May attach other documents
 - .doc, .xls, .pdf, .txt, .rtf or .zip
- Spatial information must be submitted through ESF or discuss with DM
 - Re-submit entire spatial map (GML) if any changes
- Can only delete FSP if “rejected”

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Quiz—Multiple Choice

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FDU boundaries can be submitted for automatic storage in LRDW through:

- a. ESF only
- b. FSP only
- c. Both ESF and FSP
- d. None of the above

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Quiz—Multiple Choice

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Stocking standards can be submitted for use in RESULTS through:

- a. ESF only
- b. FSP—stocking standards tab only
- c. FSP—attachment tab only (stocking standards report)
- d. Both “a” and “b”

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Demo—Amend an FSP

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How to submit an FSP or amendment

1 Submit FSP and Amendments (Licensee)

Electronic Submission Framework OR **FSP Tracking System**

- Submit XML/GML
- Attach FSP

- Attach FSP, supporting info, spatial images
- Enter stocking standards

Attachments
FSP Info
Stocking Standards

Business Process: see AGFSP* Part 3

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Amendments to an FSP

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Original FSP

- Plan
- Map
- Stocking standards
- Supporting documents

Amendment 1

- Plan
- Map
- Stocking standards
- Supporting documents

Amendment 2

Amendment 3

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Demo—Amend an FSP

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Demonstration:

Submit an amendment to an approved FSP

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Summary—Amend an FSP

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- ✓ Search for approved FSP
- ✓ Request to “Amend FSP” (FSP Info screen)
- ✓ Describe type of amendment including approval required or not
- ✓ Change header information (as necessary)
- ✓ Attach amended documents
 - Legal document
 - Amendment description
 - Other documents (as necessary)
- ✓ Submit to MFR
 - Not requiring approval—status of “approved”
 - Requiring approval—status of “submitted”

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Demo—Review & Approval Process

Ministry of Forests and Range

- How to review an FSP or amendment

2 Review FSP and Amendments (MoFR)

The diagram shows the 'FSP Tracking System' with an 'FSP InBox' box. Two arrows point from 'FSP InBox' to a larger box containing 'FSP Info', 'Map', 'Attachments', and 'Stocking Standards'. A third arrow points from 'FSP InBox' to a 'Manage Workflow' box below.

Business Process: see AGFSP* Part 5

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Demo—Review & Approval Process

Ministry of Forests and Range

- How to approve an FSP or amendment

3 Approve FSP and Amendments (MoFR)

The diagram shows the 'FSP Tracking System' with an 'FSP InBox' box. An arrow points from 'FSP InBox' to an 'Attachments' box, which then points to a 'Manage Workflow' box. A 'District Notification' box is shown below the main flow.

Business Process: see AGFSP* Part 5

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Demo—Review & Approval Process

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Demonstration:

Review and Approval Process

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Summary—Review & Approval Process

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- ✓ Identify FSP via InBox or Search menu
- ✓ View FSP
 - Legal document
 - Map of FDU boundaries
 - Map of section 196 and declared areas
 - Stocking standards
 - Supporting documentation (if any)
- ✓ Track progress using Workflow
- ✓ Reviewer can mark ready for DDM decision
- ✓ DDM can request clarification or provide OTBH
- ✓ DDM must attach decision document
- ✓ DDM to mark as approved or rejected (workflow window)

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Multi-district FSP Submissions

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- FSPs are submitted to the system, not a district
- FSP Tracking System will send to all districts named in FSP (InBox)
- One copy maintained in database
- Districts must determine who reviews and approves FSP
 - AGFSP contains information and advice (section 5.1.16)

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Quiz—which business rule is NOT true?

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- a. Reviewer can use workflow tools to record review activities
- b. Reviewer can request OTBH
- c. DDM can mark FSP as approved/rejected
- d. DDM can request clarification and “send back” to Licensee

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Business Rules—Review & Approval

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- Email will be sent to the FSP submitter when:
 - the FSP or amendment is approved
 - the FSP or amendment is rejected
 - the DDM provides an Opportunity to Be Heard
 - the DDM requests clarification
- “History” contains audit trail of major activities in the submission process
- Email notification to MFR mail list when FSP or amendment submitted

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Demo—Viewing an Approved FSP

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- How to search and view an approved FSP

4 View Approved FSP and Amendments (All)

```
graph LR; A[FSP Tracking System] --> B[Search]; B --> C[FSP Info]; C --> D[Map]; C --> E[Stocking Standards]; C --> F[Attachments];
```

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Demo—Viewing an Approved FSP

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Demonstration:

Viewing an Approved FSP

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Summary—Viewing an Approved FSP

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- ✓ **Search for approved FSP**
- ✓ **View FSP**
 - Legal document
 - Map
 - Stocking standards
 - Supporting documentation (if any)

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Using the FSP Tracking System

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Activities

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Activity Logistics

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- **Work in own location**
 - Use the MFR test environment
 - Use assigned user-id and passwords
- **Conduct 3-4 activities**
 - Follow instructions in handout “Using the FSPTS Activity Instructions”
- **Raise hand**
 - When done
 - If questions

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Using the FSP Tracking System

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Summary and Wrap-Up

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Summary

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What does the FSP Tracking System do?

Users	FSP Status
Submitter (Licensee)	Submit FSP and Amendments Blank/ Draft Submitted
Reviewer (MoFR)	Review FSP and Amendments Approved/ Rejected/ OT/Draft
Decision Maker (MoFR)	Approved/ Rejected/ OT/Draft
View Only View All	View FSPs Amendments Approved

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FSP Tracking System Website

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- Access application
- Request access to application
- Obtain application information
 - Bulletins
 - Communiqués
- Access help desk
 - Application help
 - Questions and answers
 - Online help
- Obtain and/or view training

<http://www.for.gov.bc.ca/his/fsp/>

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Obtaining Support

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- Business process—(AGFSP)
<http://www.for.gov.bc.ca/hth/timten/AGFSP>
- FSP Tracking System—Tiered support
<http://www.for.gov.bc.ca/his/fsp/>
 - Training
 - Online help
 - Questions and answers
 - Application help
(FORHISP.APPHELP@gov.bc.ca)

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Review of Learning Objectives

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- How to submit an FSP or amendment
- How to review and approve/reject an FSP or amendment
- How to search and view an approved FSP
- How to obtain application support

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Next Steps

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- Complete training evaluation
<http://www.for.gov.bc.ca/his/training/survey/fsp/using>
- Ensure you have authority to access MFR application websites (e.g., IDIR, BCeID)
- Request access role (e.g., submitter, view only, view all) on website:
<http://www.for.gov.bc.ca/his/fsp/>
- Familiarize yourself with website
 - Subscribe to application bulletin

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Release 1.2 Implementation Issues

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- Viewing section 196 and declared areas via MapView
- Creating XML/GML files using eziLink

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End of:
Using the FSP Tracking System

Thank you for attending!

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